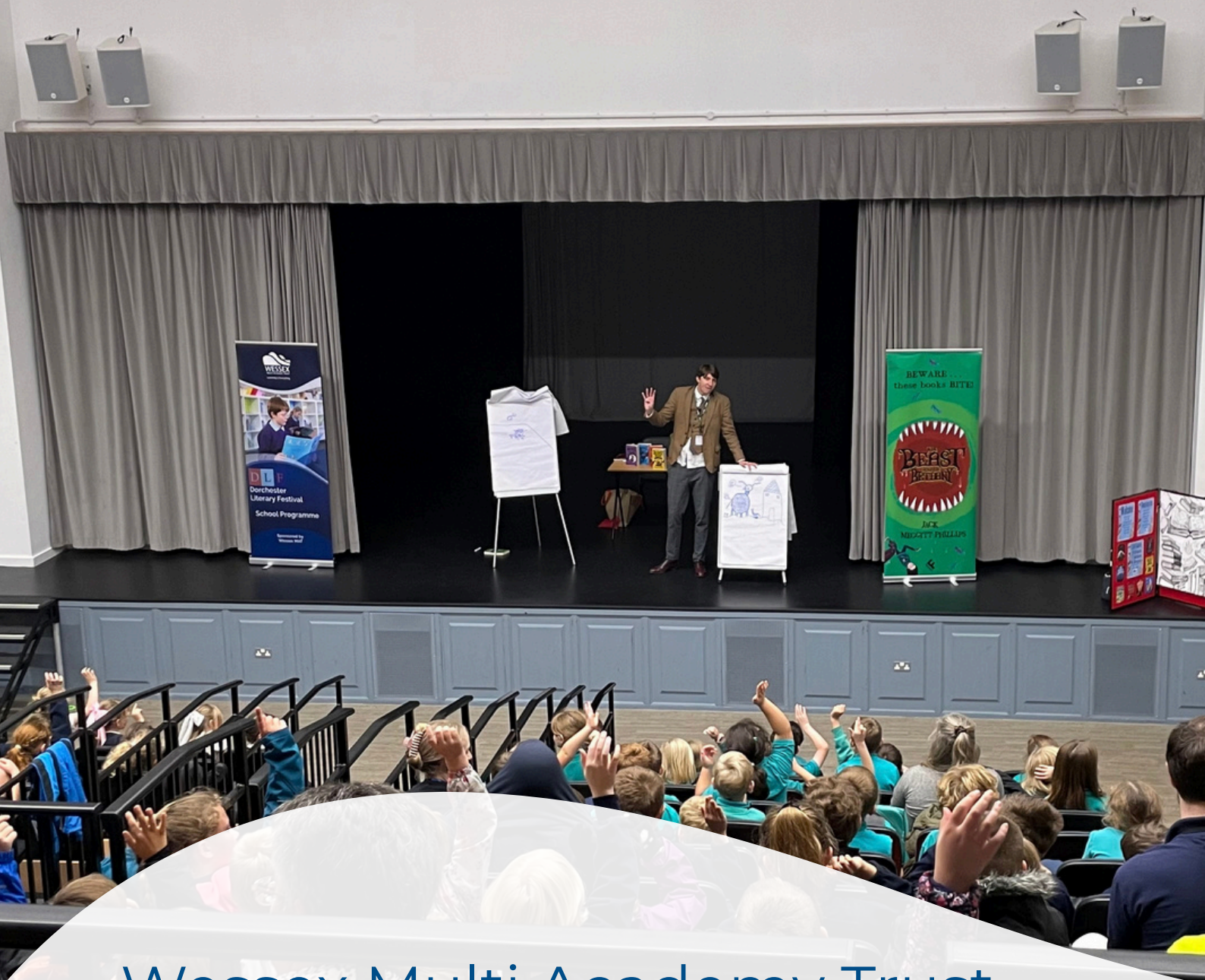
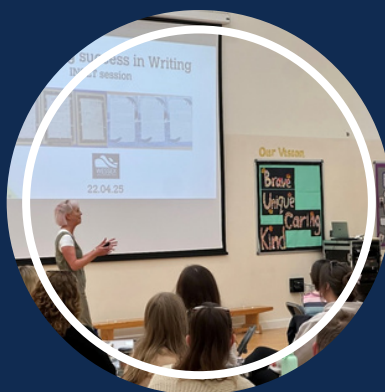




Wessex Multi Academy Trust **Recruitment pack**

Senior Business & Admin - Governance



Contents

WELCOME FROM MIKE FOLEY, CEO	01
MISSION, VISION, AND VALUES	02
OUR SCHOOLS	03
JOB DESCRIPTION	04
PERSON SPECIFICATION AND HOW TO APPLY	05

Welcome



Dear Applicant

Thank you for your interest in the post of Business and Admin - Governance

The Wessex Multi-Academy Trust has been in existence since 2015 and is one of the fastest growing multi-academy trusts in the south west. Learning is at the heart of what we do - it is everything. We like the concept of working within a family of schools. We believe schools achieve most when they work together, sharing expertise and best practice.

I am aware of how much time and effort goes into an application so thank you in advance if you decide to proceed beyond this initial interest.

We have tried to include as much information as you need in order to make an application but without overwhelming you.

Choosing the right trust to apply to is an important responsibility. It is difficult to summarise our trust in a brief letter so please visit the website for more information www.wessex.ac

If you would like further information about the role, please contact admin@wessex.ac

We look forward very much to hearing from you.

With warm regards

Mike Foley
CEO

Applications close:

**12th October
2026**

About us

MISSION

Our mission is for every child in our care to have the best possible learning opportunities in a safe and caring environment where they can achieve their full potential.

VISION

Our vision is to work in partnership with our schools and staff to deliver outstanding contemporary learning opportunities that prepare every child to live a happy, healthy and fulfilling life.

VALUES

The Wessex Multi-Academy Trust believes that at the heart of a successful organisation that is focused on education, the following values are important:

Accountability

Collaboration

Respect

Excellence

Care

For more information

Visit our website



Our schools



Bere Regis School is a happy, friendly, community school with a family atmosphere, where children and adults are encouraged to achieve their potential in a creative and supportive learning environment.



At **Damers First School** children are at the heart of everything we do and our school is a vibrant place in which to learn, work and play. As an inclusive school we are passionate about meeting all children's needs, both emotionally and academically.



At **Dorchester Middle School** we believe that every child is extraordinary and that education has the capacity and the possibility to change lives for the better. We are committed to providing children with the best possible educational experience.



The Purbeck School is a vibrant and exciting school community where everyone matters. Our approach to learning promotes and embeds our core values of respect, aspiration and perseverance.



St Osmunds CE School is a school built upon the Christian values of hope, community, respect and love. Children come first. We stand together and support each other.



At **The Thomas Hardy School** we believe in the power of learning as a means to transform lives and that every young person has a talent that can be nurtured through relentless optimism.

Our schools: cont.



St Marys CE School is a 9-13 middle school situated on the outskirts of Puddletown. We are a church school with an ethos built on Christian values of respect, forgiveness, justice, uniqueness, equality, acceptance and kindness.



Frome Valley CE First School aims to nurture all children as individuals, enabling them to achieve their full potential. At the heart of our school is the belief that we all share a vision and values that help us to be responsible, respectful and caring members of society. We are proud of the Christian ethos of our school and our belief that citizenship and a sense of community are as important as academic achievements.



Milborne St Andrew First School is committed to providing an inclusive environment where children and adults can all flourish as part of a learning community, rooted in mutual respect for all. We have high expectations of ourselves and our pupils and we nurture every unique child and adult.



Piddle Valley CE First School is founded on Christian values, principles and beliefs. We are a small, happy school in which pupils work hard and learn well, within a nurturing and safe environment. We recognise that our school community is unique and valued for the contribution they make.



At **Puddletown CE First School**, we are proud of the church heritage and the community we serve. We aim to inspire our children to learn and to see themselves as active learners with an infinite capacity to improve. We do this in a safe and caring environment based on Christian principles where individual progress is celebrated.



At **Manor Park CE School**, we are working together to provide an inclusive and nurturing environment where everyone has the opportunity to flourish. Our community is built upon the Christian foundations of compassion, trust, collaboration, creativity and resilience whilst embracing diversity and demonstrating mutual respect.

Job description

Clerk

Job type	Part-time - Term time	Responsible for	Securing the continuity of the school governance business
Responsible to	Director of Education	Closing date	Monday 12 th October 2026

MAIN JOB PURPOSE

- To manage our trust's governance processes and documentation, ensuring alignment with statutory, regulatory and best-practice requirements.
- Have oversight of school governance reporting requirements across the Trust
- Contribute to the efficient and effective functioning of School Governing Committees (SGC) by providing:
 - Support to Chairs of Governors and SGC clerks, providing advice and guidance to colleagues on governance, within the Trust's framework of delegated authority
 - Support with the performance management of SGC clerks
 - Support the recruitment, induction and ongoing development of local governors
 - Support the development of the SGC meeting schedule and review of link governor roles
- Provide a professional clerking service to the Trust board and panels (including occasional attendance at school governing committees) as required.

MAIN RESPONSIBILITIES AND DUTIES

Key Responsibilities

1. Local Governance Leadership & Development

- Support the development, effectiveness and consistency of school governing committees across the Trust, working closely with Chairs, Headteachers and the Director of Education.
- Line management of SGC clerks
- Provide professional advice and guidance to SGC Chairs and members on governance roles, responsibilities, constitutional matters and effective practice.
- Support the implementation and embedding of the Trust's Scheme of Delegation at local level, ensuring clarity of accountability and decision-making.
- Identify strengths, risks and development needs within SGCs and support targeted improvement actions.
- Contribute to governor induction, training and development programmes, including mentoring new Chairs or clerks where required.

2. Clerking of Local Governance Committees

- Act as Clerk to the board of Trustees, providing a professional, high-quality clerking service.
- Prepare final agendas and papers in liaison with Chairs and school leaders, ensuring meetings are well-structured and focused on strategic priorities.
- Attend Board meetings and produce accurate, high-quality minutes that clearly record challenge, support, decisions and actions.
- Provide procedural and regulatory advice during meetings, ensuring compliance with Trust policies, statutory guidance and the SGC's terms of reference.
- Manage post-meeting actions, records and follow-up, ensuring clear accountability and timely completion.

3. Governance Compliance & Assurance

- Support the Director of Education in providing assurance to Trustees and senior leaders that local governance arrangements are effective and compliant.
- Monitor SGC compliance with statutory and Trust requirements, including publication of governance information, eligibility, terms of office and safeguarding checks.
- Oversee or support governor recruitment, elections and appointments at local level, ensuring transparent and robust processes.
- Maintain accurate governance records, including membership, training and declarations of interest, using Governorhub

4. Professional Advice

- Provide advice and practical support on complex or sensitive governance matters at local level, including exclusion panels and complaints.
- Ensure governance processes are followed correctly and consistently, applying professional judgement and discretion where required.

5. Trust-wide Contribution

- Develop governance documentation, templates, guidance and training materials.
- Proactively seek ways to improve governance systems, processes and ways of working across the Trust.
- Build and maintain strong professional relationships with governors, school leaders, central teams and external partners.
- Act as Governance Lead for Church Schools Flourishing
- Act as Company Secretary
- Keep up to date with national developments in academy governance and education legislation.

6. Professional Development

- Commit to ongoing professional development in governance, clerking and regulatory compliance.
- Undertake relevant governance and clerking qualifications, training or accreditation (e.g. NGA, Trust Governance Professionals or equivalent), with the support of the Trust where appropriate.
- Maintain up-to-date knowledge of national developments in academy governance, education legislation and best practice, advising the Director of Education on implications for the Trust.
- Reflect on practice and contribute to the continuous improvement of governance systems, processes and documentation across the Trust.
- Model professional standards and support the development of governance colleagues through knowledge-sharing and mentoring.

ADDITIONAL DUTIES AND RESPONSIBILITIES

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and teamwork is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. This role will include some evening work to attend SGC meetings and travel to schools' sites.

The post holder will always respect the need for confidentiality while performing this role.

The post holder must always carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The Wessex Multi Academy Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities

It is the responsibility of each employee to carry out their duties in line with The Wessex Multi Academy Trust's ethos and culture of safe working practices for adults working with children and be sensitive and caring about the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

Dated: September 2026

Person specification

Clerk

	Essential	Desirable
Professional Qualifications	Minimum of 5 GCSE's (A*-C) (strong English and Maths)	Further qualifications in administration or governance
Knowledge/ Experience/ Skills	- Experience in administration - Strong literacy, numeracy, IT - Excellent verbal and written communication skills - Highly organised and able to plan effectively - Strong people and relationship-building skills - Advisory skills - Problem-solving skills - Time management skills, able to meet deadlines and competing demands - Personal integrity and a commitment to the principles of public life - A respect for confidentiality - Confidence and resilience – able to challenge where necessary - A commitment to professional development - A strong commitment to safeguarding, inclusion and EDI - Able to uphold the WMAT values - Ability to design training materials using PowerPoint and other applications	- Experience of minute-taking at meetings - Experience of using Microsoft Teams and online filing portals effectively - Experience of Governors Disciplinary Committee meetings - Knowledge of the school system – structures, accountability and funding - Knowledge of governance legislation, procedures and regulations relevant to education - Knowledge of the core functions of a SGC - Knowledge of the elements of effective governance and SGC practice

THE SUCCESSFUL CANDIDATE WILL:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behaviour when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The Wessex Multi Academy Trust



Wessex Multi Academy Trust

Learning is Everything

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