

NCEAT DIRECTOR OF GOVERNANCE

CANDIDATE PACK

SALARY: £40,000 - £44,000

AUGUST 2025



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**“ LIFE IN
ALL ITS
FULLNESS ”**

JOHN 10:10

INTRODUCTION



Dear Candidate,

Thank you for your interest in the Governance Director role at NCEA Trust. We are delighted that you are considering joining our dedicated and ambitious team.

NCEAT is a values-driven multi academy trust currently comprising nine schools. We're located primarily in Ashington, but also have schools in Newbiggin, Lynemouth, Warkworth and Alnwick. We serve several diverse local communities, providing high-quality education and opportunities for over 3,000 children and young people.

Our vision is simple: to ensure that every child, regardless of their background, has the opportunity to 'let their light shine'. Our LIGHT values drive all of our actions, both operational and strategic, across all areas of

operation. Strong governance plays a vital role in helping us deliver on this promise.

This is a pivotal time to join us. As Governance Director, you will lead and further develop the Trust's governance strategy, ensuring that our structures and processes are not only compliant but genuinely impactful. You will work closely with Trustees, Local Governing Bodies and senior leaders to strengthen decision-making, build capability, and support effective oversight across the Trust. You'll be part of a central services team that strives to make everything work – first time, every time – so that school teams can get on with their jobs easily and efficiently.

We are looking for someone with strong knowledge of governance (potentially but not necessarily in the public sector), strategic

“
**LET THEIR
LIGHT SHINE**”

(MATTHEW 5:16)

thinking skills, and a collaborative mindset. In return, you'll be part of a values-led organisation where your expertise and judgement will be highly valued.

This pack provides more information about our Trust, the role, and the kind of person we are looking for. If you share our ambition for what education can achieve, and if you believe in the power of strong governance to shape better futures, we would love to hear from you.

Thank you once again for your interest.

Alison Alden

Chief Finance and Operating
Officer

ABOUT US



WHO WE ARE

Northumberland Church of England Academy Trust (NCEAT) is a multi-Academy Trust based in South East Northumberland.

Comprising 9 schools spanning primary, secondary, further education and special educational needs, the Trust aims to provide an inclusive and diverse learning environment, underpinned by Christian values, where students are enabled and encouraged to 'Let their light shine'(Matthew 5:16).

OUR VISION AND VALUES

At NCEAT, we believe in an education system that prepares students for success.

Our ultimate goal is to develop well-rounded, highly capable individuals who, with the support of our talented teaching and support staff, can complete their learning journey with the skills and confidence that they need to take their next steps into higher education or employment.

To us, school is about more than what you learn in a classroom, it's about developing skills for life in a forward-thinking environment which promotes a culture of aspiration and success, alongside inclusion and a sense of social responsibility.

The Trust's Christian ethos is fundamental to all aspects of school life – where all are valued equally and included. All respected, nurtured, encouraged and enabled to achieve fullness of life (John 10:10).

LOVE

- Care for each other.
- Help others do well.
- Support those in need.

INCLUSIVITY

- Be welcoming and inclusive.
- Celebrate each person's worth.
- Forgive and make peace.

GOODNESS

- Work hard, do what is right.
- Treat others well.
- Do good and serve others.

HOPE

- Aspire to be the best we can be.
- Learn from our mistakes.
- Show determination.

TRUTH

- Act with integrity and respect.
- Tell the truth.
- Take responsibility.

OUR MISSION

We fulfil our vision and values through:

'Life in all its fullness' John 10:10 – Creating an inclusive, nurturing culture where all pupils are valued and empowered to flourish.

Wisdom, knowledge, skills – Delivering a broad and balanced curriculum, through quality teaching, focused on knowledge and skills for lifelong success.

Hope and aspiration – Removing barriers and creating opportunities for personal development to enhance life chances.

Dignity and respect – High expectations for good behaviour and respect towards others, so all pupils can learn with dignity.

Investing in our people – Valuing and developing staff, committed to continuous improvement and being an 'employer of choice'.

Serving with integrity – Our thriving schools are at the heart of their communities, building positive, sustainable, relationships with neighbours.

JOB DESCRIPTION

NCEAT DIRECTOR OF GOVERNANCE

Reporting to: The post-holder will report to both the Chair of Trustees and the Chief Finance and Operations Officer. The Chief Finance and Operations Officer will be the line manager on all day-to-day matters related to executive business and administrative duties and in the application of Trust employment policies.

Responsible for: Clerks to local governing bodies.

Location: Primarily based at Head Office, however flexible working patterns apply due to the nature of the post.

Salary: £40,000-£44,000 dependent on experience, plus pension and other benefits.

THE ROLE

Northumberland Church of England Academy Trust (the Trust) is a growing MAT. The Director of Governance provides proactive strategic and administrative governance support and acts as company secretarial support to the Trust and Trust Schools, including trading subsidiaries and the Endowment Trust. Alongside core board and committee duties, the postholder will contribute to and oversee a comprehensive governance framework, decision making framework and support a risk strategy that enables Trustees and senior leaders to successfully discharge their responsibilities.

CORE PURPOSE

- To act as the Company Secretary and be the Trust's adviser and professional lead on all matters related to governance, including appeal panels (admissions, permanent exclusions etc).
- To be appointed Governance Professional and Clerk to the Trust Board, in line with the guidance in 'Academy Trust Governance – structures and role descriptors' DfE (2020), 'Clerking Competency Framework' DfE (2017) and any additional requirements as set out in the annual DfE Academy Trust Handbook.
- To ensure the smooth operation and development of the Trust's governance structure.
- To ensure Trust compliance with all relevant governance-related legislation and regulations.
- To lead on governance communications, development and board evaluation to enable NCEAT to exemplify best practice in charity and multi academy trust governance.

KEY RESPONSIBILITIES

Governance framework

- Lead on the effective implementation and alignment of high-level governance-related organisational planning and governance activities.
- Ensure fulfilment of statutory governance requirements for the Trust including filings, returns, resolutions and maintenance of records and registers with relevant regulators.
- Lead on the annual review of NCEAT's Scheme of Delegation to ensure delegations comply with all relevant statute, as

well as reflecting realities of responsibilities throughout the organization.

- Co-ordinate the effective operation of the Board and sub committees ensuring alignment with Articles of Association, Scheme of Delegation, Funding Agreements and requirements from regulators such as the DfE and the Church of England.
- Schedule all meetings to fall at strategic times during the year to enable in-depth consideration of agreed agenda items and efficient flow of information and decisions through governance structure.
- Ensure consistent governance support for all LGBs across the Trust, promoting alignment with Trust-wide priorities and standards, including implementing standardised reporting, where effective.
- Translate business calendars into standing agendas, board report templates and agenda item briefings.
- Develop and promote reporting arrangements between different entities within the group.
- Ensure that governance records, controls, databases and public information (including governance related website information) are statutory and regulatory compliant, and effective for Trust use.

Trustee board and committee support

- Shape agendas and forward-planning for board and committee meetings, including following through on action points and agenda items arising from previous meetings.

- Deliver high-quality papers and reports in a timely manner in conjunction with the Trust's senior team to enable Trustees and committee members to fulfil their responsibilities.
- Ensure smooth meeting delivery, including taking and circulating minutes.
- To contribute to the preparation, publication, distribution and presentation of the Trust's annual report.
- Provide ongoing support and communications to the Trust Board as appropriate.

Board and committee recruitment and induction/succession planning

- Lead on the recruitment of Trustees and Governors ensuring a rigorous recruitment process is deployed and, where relevant, in liaison with the Diocese.
- Develop and implement a governor induction journey and all relevant resources/training materials in order to ensure Trustees/Governors are supported into role.
- Liaise with the Chair, CEO and Diocese to ensure a robust succession planning process is in place.

Board and committee training, development and evaluation

- Ensure Trustees and Governors receive all training and development opportunities necessary to ensure strong Board performance including briefings on compliance requirements.
- Develop and implement an annual training plan for Trustees and Governors.

- Work with the Chair and CEO to plan and organise an annual strategy day for all Trustees and Governors.
- Support board evaluation including external governance reviews and individual Trustee appraisal processes to encourage continual culture of self-reflection.

Compliance, regulation and risk

- Assist with ensuring compliance across all entities within the Trust with all relevant governance-related regulation including all non-finance aspects of the Academy Trust Handbook, Charity Commission and Companies House requirements and Master Funding Agreement.
- Work with the Chief Finance and Operations Officer to ensure the Trust's risk register is regularly updated and continually monitored.
- Responsible for the Trust's policy management process, ensuring the Trust remains compliant across all schools and that policies are reviewed/approved by Trustees/Governors in a timely manner.
- Maintain the Trust's complaints register.

Governance benchmarking and best practice

- Carry out ongoing research on evolving charity and multi-academy Trust governance environment, to ensure fulfilment of all obligations and movement towards best practice.
- Support improvement in the governance and assurance framework including the design and implementation of initiatives which will further the overall work of Trust governance.

- Communicate with internal and external colleagues to promote good governance within the Trust schools including Local Governing Body reviews.
- Provide impartial guidance on procedural matters and conflicts of interests.

Other duties as part of the central services team

- To offer high-quality administrative support.
- Liaise with members of the central services team, principals and head teachers as required.
- To network for the benefit of the Trust.

Northumberland Church of England Academy Endowment Trust

- Ensure all grant applications comply with the Endowment Trust's objects, offering advice and support to applicants.
- In liaison with the Chief Finance and Operations Officer, ensure the Northumberland Church of England Endowment Trust is administered in accordance with its objects, the Charity Commission regulations and charity law.
- Ensure filings, returns, resolutions and maintenance of records are up to date with the Charity Commission.

Other

- Recruit, line manage, mentor and support clerks to the Trust's local governing bodies.
- Commit to ongoing personal development.
- Undertake other tasks as directed by the Chair of Trustees or the Chief Finance and Operations Officer.

PERSON SPECIFICATION

ESSENTIAL

- Enthusiasm and commitment to the Trust's mission, values and principles.
- Strong experience in governance and/or company secretariat.
- Degree or NGA/ ICSA qualification in Academy governance or similar.
- Exceptional organisational skills and attention to detail.
- Experience in working to multiple deadlines and managing competing priorities.
- Proven strong experience of organising board meetings, agendas and taking accurate and concise minutes.
- Excellent inter-personal and communication skills.
- 'Can-do' attitude focused on looking for solutions.
- Positive and open-minded with an ability to 'think on your feet'.
- Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism.

DESIRABLE

- Experience of governance within the public or private sector.
- Experience of project management.
- Strong experience in using the Google suite of packages.

OTHER

- This post is subject to an enhanced Disclosure and Barring Service check.

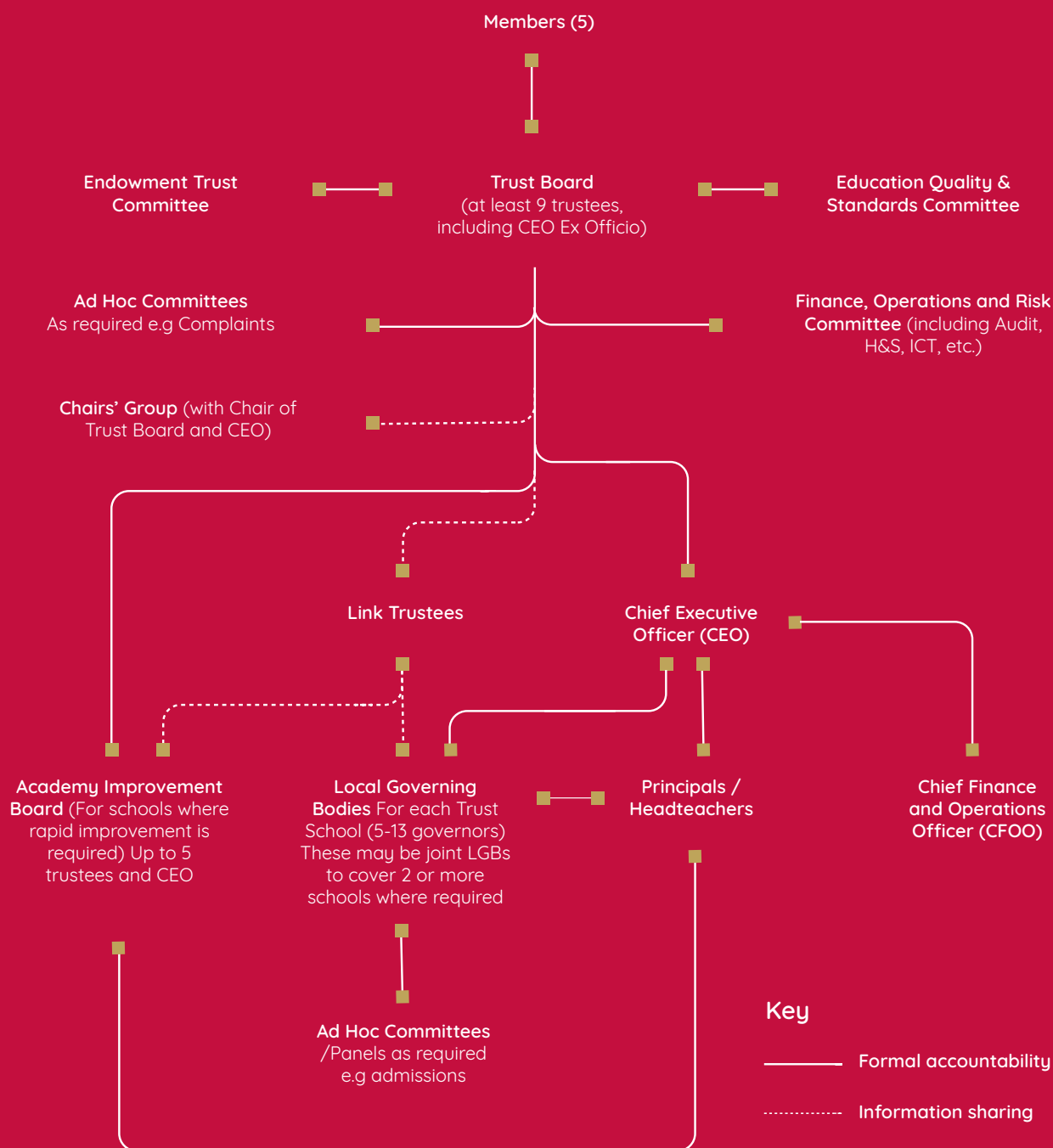


**“ ASPIRE
TO BE
THE BEST
WE CAN BE ”**





GOVERNANCE STRUCTURE 2024-25



Other charts Central Team

Strategic Development Plan & Strategic Objectives

TERMS & CONDITIONS

WHY WORK WITH US?

We are a Trust driven by our LIGHT values, committed to transforming lives through learning. Each and every role within our Trust plays a crucial part in shaping the futures of the children and the communities we serve. When you join us, you become part of a collaborative, supportive, and forward-thinking team working across our schools and settings.

Our mission is not only the foundation for how we educate our pupils, it's also what shapes and supports our workplace culture. By valuing and developing staff and committing to being an employer of choice, we create an inclusive and nurturing environment where every colleague is empowered to flourish. We believe in removing barriers and creating opportunities for personal and professional growth, just as we do for our pupils. With high expectations, a focus on integrity, and a shared vision of lifelong success, our Trust offers a community where staff are respected, supported, and inspired to make a real difference. Whether you're already part of our team or considering joining us, our mission ensures you'll be working in a place where your development is a priority, your wellbeing matters, and your contributions are truly valued.

We foster a culture built on integrity, ambition, and collective responsibility. We believe in having high expectations of ourselves and others, always leading by example and doing the right thing, at the right time, for the right reasons.

OUR BENEFITS

We understand that to give your best, you need to feel your best. That's why we offer a wide range of benefits, including:

- Defined benefit pension scheme
- Flexible working opportunities
- Annual leave 26 days, rising to 31 days after five years
- Employee Assistance Programme
- Occupational health support
- Dittolo – specialist mental health support
- Subsidised hot pod yoga
- Cycle to work scheme
- Gym discount scheme
- Flu jab vouchers
- Free eye tests and subsidised glasses
- Blue Light card

INVESTED IN YOUR DEVELOPMENT – CPD

We're committed to helping our staff grow. Whatever stage you're at in your career, we offer a range of development opportunities to support your goals.

High-quality CPD is available to all staff, including the opportunity to attend Conferences and Workshops.

ONE TEAM, BELONGING

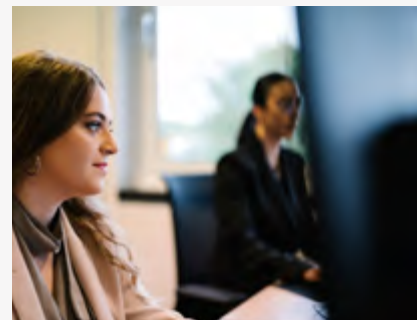
We work hard to build inclusive environments where everyone feels they belong, whatever your background or experience.

ARE YOU READY TO MAKE A DIFFERENCE?

If you're interested in working in education, focused on doing a great job, and looking to develop your career, we'd like to hear from you.

SAFEGUARDING OUR CHILDREN

NCEAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will be subject to an enhanced DBS check.



DIVERSITY AND INCLUSION

We intend that every member of the Trust community feels a sense of belonging and is valued.

The diversity of people's different backgrounds and circumstances is appreciated and positively valued.

Members of the Trust community, irrespective of their ethnicity, age, sexuality, religion, belief, disability or gender:

- will be expected to work together in a constructive and positive manner.
- will be discouraged from using ageist, sexist, racist, homophobic and demeaning language that offends others due to their religion or beliefs or disabilities, and they will

be commended when they challenge such language.

- will have all forms of harassment dealt with appropriately and be encouraged to challenge prejudices.

HOW TO APPLY

Please apply with a full cv and cover letter to our retained consultancy castle peak group via email:

James.carss@castlepeak-group.com

Closing date is Friday 12th September.

Interviews will occur 24th & 25th September



james.carss@castlepeak-group.com

www.castlepeak-group.com