

**Governance and Compliance Officer**  
**Recruitment Information Pack**  
**Salary Range BDO20 – BDO28 (£31,586 - £37,938)**  
**Full Time, Term Time Only, Permanent**  
***Start Date: 1<sup>st</sup> September 2025 or earlier if available***



<b>Opening date:</b>	<b>Friday 4<sup>th</sup> July 2025</b>
<b>Closing date:</b>	<b>9am, Friday 1<sup>st</sup> August 2025</b>
<b>Interview date:</b>	<b>Thursday 7<sup>th</sup> August 2025</b>

## Contents

Welcome letter from the CEO of BDAT	Page 3
About BDAT	Page 4
BDAT Mission, Vision and Values	Page 5
Advertisement	Page 6
Job Description and Person Specification	Page 7-10
Terms and Conditions	Page 11
Selection Process Guidance	Page 12

## Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking your time to read our application pack and expressing your interest in the post of **Governance and Compliance Officer** at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at [www.bdat-academies.org](http://www.bdat-academies.org),
- on twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us direct at [recruitment@bdat-academies.org.uk](mailto:recruitment@bdat-academies.org.uk)
- or calling [01274 909120](tel:01274909120).

I wish you every success with your application and look forward to meeting you in the near future.



**Carol Dewhurst OBE**  
**Chief Executive Officer**  
**Bradford Diocesan Academies Trust**

## About BDAT

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)



## BDAT's Mission, Vision and Values

### Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

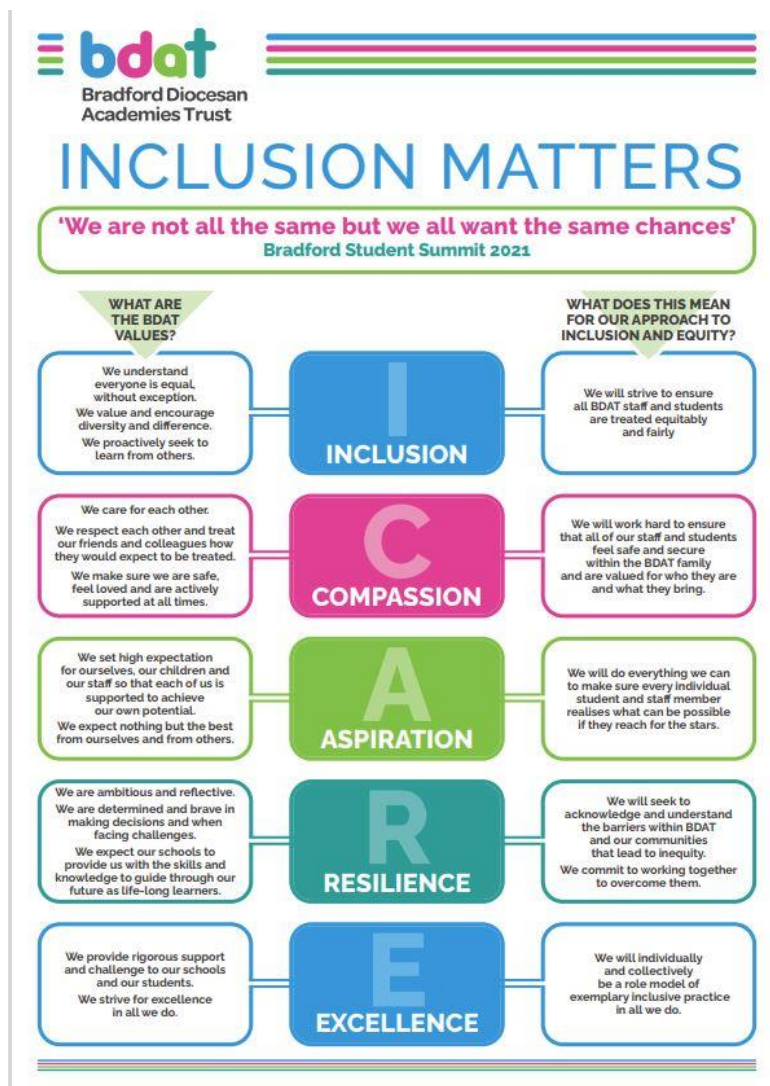
### Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

### Our values are:



## Advertisement

### Governance and Compliance Officer

**BDAT, 2<sup>nd</sup> Floor, Jade Building, Albion Mills, Albion Road, Bradford, BD10 9TQ**  
**Full Time, Term time only, Permanent**

Bradford Diocesan Academies Trust (BDAT) is looking to appoint a Governance and Compliance Officer to provide an efficient service to support the work of the Multi – Academy Trust (MAT).

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key internal and external stakeholders, and therefore discretion and diplomacy will be required.

Hours of work are 8am – 4pm Monday – Thursday, 8.30am – 4pm on Friday; to meet the needs of the Trust and will not routinely exceed 37 hours per week. Governing body meetings are held at various times of the day, including late afternoon and evenings, therefore the ability to attend evening meetings is essential. Hours of work are flexible to meet these needs. This role is primarily office-based; however, homeworking may be accommodated in line with the Trust's operational requirements.

<b>Employer:</b>	Bradford Diocesan Academies Trust
<b>Reporting to:</b>	Director of Corporate Affairs
<b>Accountable to:</b>	Chief Executive Officer
<b>Start date:</b>	1 <sup>st</sup> September 2025, or earlier if available
<b>Duration of Post:</b>	Permanent (on completion of a three-month probationary period)
<b>Hours of Work:</b>	Term time only (37 hours per week)
<b>Place of Work:</b>	Office Based, homeworking may be accommodated in line with the Trust's operational requirements
<b>Work Commitment</b>	Term Time only
<b>Salary:</b>	BDO20 – BDO28 (£31,586 - £37,938), the salary will be pro rata to reflect agreed hours

Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdac-academies.org\)](https://vacancies-bradforddiocesaniacademies.org)

## Job Description

### Governance and Compliance Officer

#### Summary

The Governance and Compliance Officer will have a good understanding of school and academy governance and administrative and people skills. The post holder will work closely with the Director of Corporate Affairs to achieve strategic objectives and will undertake clerking and provide high quality governance administrative and project support. The post holder will contribute as a member of the Central Team to ensure efficient and effective business support to a number of academies within the Trust.

The post holder will be required to work with Academies within the Trust and will be expected to regularly travel to Academies within the Trust. Governing body meetings are held at various times of the day, including in the late afternoon and evenings, therefore the ability to attend evening meetings is essential.

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key stakeholders both internal and external, and therefore discretion and diplomacy will be required. This key role will require the post holder to possess effective organisational and management skills in order to provide a high level of pro-active support any other additional projects as required.

A nationally recognised training package will be provided.

#### Main duties and responsibilities:

Working self-sufficiently, diligently and pro-actively, the post holder will have the following key responsibilities:

#### **General**

- Develop a comprehensive and dynamic understanding of the Trust's aims and objectives and proactively assist the Governance Team in achieving these.
- Provide a high standard of service and confidential governance administrative support to the Trust including clerking for a number of governing bodies (see below)
- Keep up to date with current educational development and legislation affecting academy governance.
- Maintain up to date records of the names, addresses and category of governors/trustees and their terms of office.
- Inform principals, local governing bodies (or similar), the Board and any relevant organisations (e.g. Companies House, DfE, Diocese, LA) of any changes to the membership.

- Advise governors/trustees and appointing bodies in advance of the expiry of a term of office, so that elections or appointments can be organised in a timely manner.
- Support recruitment of Trust-appointed governors and support academies in recruitment of parent and staff governors.
- Ensure that an up-to-date register of governors' and Trustees' business interests is maintained.
- Ensure that up to date governance information is published on websites for each academy and the Trust and on 'Get information about schools'.
- Ensure new governors and trustees have access to appropriate documents and induction sessions.
- Maintain a record of training undertaken by governors and trustees.
- Ensure a Disclosure and Barring Service (DBS) check has been carried out on any governor/trustee when it is appropriate to do so
- Ensure all governors and trustees have access to the secure, online governance area and ensure it is kept up to date.
- Advise on the annual calendar of local governance meetings and tasks.
- Support the Governance Team in communication with local governing bodies (or similar) through termly governance newsletters and Trust updates for local meetings.

### **Clerking**

- Provide an effective clerking service, including setting agendas, minute taking and maintaining records, for a number of local governing bodies and as required.
- Provide procedural and legal advice to local governing bodies.

### **Compliance**

- Be responsible for monitoring and ensuring compliance of a number of areas, e.g. scheme of delegation, websites and policies.

### **Other**

- Support the Governance Team in carrying out Governance Reviews and Skills Audits.
- Undertake a variety of projects, involving internal and external research on good governance practice.
- Clerk any statutory appeal committees/panels the governing body is required to convene
- Other duties as required supporting the Governance Team and Trust, commensurate with the nature and level of the post. The post-holder is line managed by the Director of Corporate Affairs and accountable to the Chairs of each of the governing body they serve.



## Person Specification

### Governance and Compliance Officer

Attributes	Essential	Desirable
Knowledge, qualifications and experience	<ul style="list-style-type: none"> <li>• Experience of minuting meetings, committees or hearings</li> <li>• Knowledge of the respective roles and responsibilities of the governing body, Headteacher/Principal, LA, Church, DfE and ESFA</li> <li>• Evidence of working in an environment where experiences included taking initiative and self-motivation as well as team work</li> <li>• Exceptional administrative and diary management skills</li> <li>• Ability to translate complex information into easily understood language</li> <li>• Experience of maintaining effective and accurate administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• Already attended or make a commitment to attend a nationally recognised clerking qualification for example the National College Clerks to Governors Training Programme or its equivalent</li> <li>• Engagement with, and understanding of wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese</li> <li>• Experience of working in a Church of England school and demonstrable understanding of Church school distinctiveness</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills;</li> <li>• Ability to organise time and work to deadlines;</li> <li>• ICT including keyboard skills;</li> <li>• Organising meetings;</li> <li>• Using the internet to access relevant information;</li> <li>• Personal commitment to excellence in service delivery;</li> <li>• Self- motivation and personal drive to complete tasks to required quality standards and time scales</li> <li>• Knowledge of educational legislation, guidance and legal requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Writing agendas and accurate concise minutes, capturing the main decision making of the meeting;</li> <li>• Good and current knowledge of academy governance legislation</li> <li>• Knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• Knowledge of Data Protection legislation</li> <li>• Knowledge of data programmes, such as PowerPoint and Publisher</li> </ul>

Personal attributes	<u>All Essential Criteria</u> <ul style="list-style-type: none"> <li>• Ability to work under pressure and manage multiple deadlines</li> <li>• Ability to work on own initiative</li> <li>• Willingness to comply with all BDAT policies</li> <li>• Person of integrity;</li> <li>• Ability to maintain confidentiality;</li> <li>• Ability to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• Have good interpersonal skills.</li> </ul>
Special requirements	<u>All Essential Criteria</u> <ul style="list-style-type: none"> <li>• Flexibility to work at times convenient to the local governing bodies of the Trust.</li> <li>• Ability to travel to the meetings;</li> <li>• Available to be contacted at mutually agreed times.</li> </ul>

## Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ and also two days working from home.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

The post is subject to a three-month probationary period.

The Trust provides an employee pension with competitive employer contribution

A satisfactory Enhanced DBS is required for this post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

***If you would value an exploratory conversation, please contact Claire Berry 01274 909120***

## Selection Process Guidance

### Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

### Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdot-academies.org\)](https://bdot-academies.org)

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by via the My New Term portal. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process. The interviews will be held at the BDAT Trust office. The interview will consist of several tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to bring proof of qualifications and identity on the first day.

### Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- A satisfactory online check
- Provision of proof of identity and qualifications

### **Probationary Period**

The post is subject to a three-month probationary period.

#### **Timeline**

<b>Opening date:</b>	<b>Friday 4<sup>th</sup> July 2025</b>
<b>Closing date:</b>	<b>9am, Friday 1<sup>st</sup> August 2025</b>
<b>Interview date:</b>	<b>Thursday 7<sup>th</sup> August 2025</b>