



Sidney Stringer
Multi Academy Trust



Governance
Professional to the MAT

Grade 7

Information Pack

Working Together to Achieve Excellence



WHO ARE:

WE

The Sidney Stringer Multi Academy Trust (SSMAT) is a network of five diverse schools educating over 3,500 pupils and employing more than 600 dedicated teaching and support staff. Based in Coventry, England, the Trust encompasses:

- **Sidney Stringer Academy:** The lead school is located in Hillfields, offering secondary education for students aged 11-18.
- **Radford Primary Academy:** Providing a nurturing primary education for young minds.
- **Ernesford Grange Community Academy:** Serving the community with quality secondary education.
- **Riverbank Academy:** A broad spectrum school supporting students with various needs.
- **Sidney Stringer Primary Academy:** Located opposite SSA, provides an all-through provision from reception to 11 years old through to the secondary school.

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.

With this post, flexibility is required to work out of any MAT site or other location to meet the needs of the organisation.

We are a growing Trust and have been approved as sponsors for **Woodfield Special School** which will join the Trust in the next 12 months. We have been working closely with the school, since February 2021, and during this time it has gone from Ofsted Inadequate (March 2020) to Good in all areas (November 2023). It also involves relocating the school onto the Old Woodland Boys' School. This will provide us with an excellent opportunity to expand our Community links, deliver our own Alternative Provision and provide a first class education for all these young people.



CEO/ HEADTEACHER MESSAGE:

“This is an exciting time for our MAT and we are constantly looking at how we can work together for the benefit of all the children in our schools.”



TAKING YOUR CAREER TO THE NEXT LEVEL:

“The Trust is forward thinking and if you join our team, your professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level.

“Sidney Stringer Multi Academy Trust is a very successful group of schools. The Trust is made up of two secondary schools, two primary schools, and one special school, with another special school joining soon. All schools are Good or better and Sidney Stringer Academy and Sidney Stringer Primary are the most popular secondary and primary schools in the city and all schools are full with many year groups having a waiting list.

We are well respected within the city and our Trust leads the Coventry SCITT (School-Centred Initial Teacher Training) where we train the next generation of teachers, for us and also the wider city/region.

Our vision is 'working together to achieve excellence for all' and we do this by working closely as a team of leaders and groups of schools to share good practice and expertise. We try very hard to not do things for the sake of it, but we do things that make a difference.

If you join our team then we will expect you to work hard for the children and in return we, as a Trust, will work hard for you.”

OUR VISION & VALUES



Sidney Stringer
Multi Academy Trust



Our ambition at Sidney Stringer Multi Academy Trust is to create a vibrant, happy and successful academy's which deliver the very highest standards of education and nurtures each student's talents and skills and plays a central role in meeting the needs of our local communities. This is an exciting time to join the team and become a member of staff at Sidney Stringer Multi Academy Trust.

OUR VALUES:

- Ensuring that all staff and Governors, who work within the Trust, have a passion for supporting all students in getting the best outcomes no matter what their starting point
- Having a commitment to inclusion, overcoming disadvantaged backgrounds, and tackling social injustice so that all students have the highest aspirations for their education and future careers so they become lifelong learners
- Supporting the emotional health and well-being of all members of the Trust
- Ensuring all of our staff receive high-quality training including identifying and developing leadership potential as well as training future teachers through the SCITT.
- Providing an environment where everybody behaves with respect, integrity, and care for the environment
- Having an understanding that although we are a Trust all of the schools are different and can operate their own systems, where they work well. The degree of autonomy depends on the position of the school.
- Having a commitment to sharing necessary services across the schools so that financial prudence and sustainability is prioritised to those with the greatest need.

WHY WORK AT SIDNEY STRINGER MULTI ACADEMY TRUST?



Why should you invest in shaping the future of the students at Sidney Stringer Multi Academy Trust? To shed light on the reasons our dedicated staff members cherish their roles, we've gathered some of their testimonials:



- "I have been at SSA for over 13 years and have worked in a range of Coventry and Warwickshire schools. The team here at Stringer is diverse with a range of skill and every person here is deeply passionate about the power of education."

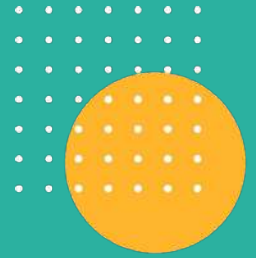
- "During my three years at in the SSMAT, I have met people fuelled by a shared passion for making a difference for the students. The support and collaboration here are truly inspiring and motivates me to push myself everyday. I am confident in the development opportunities available."

- "Riverbank is a very special place to work in. I have always felt valued, worked with some fantastic colleagues, I feel privileged to still work here and have a job where I make a difference to students lives."

- "I work at SSMAT because it's an amazing environment where everyone is treated and valued with respect. We do what we do because we care and we have a heart for the needs of our students."
- The team here at Ernesford is diverse and every person here is deeply passionate about the power of education. We are all working towards a common goal and that is to give young people the opportunity to thrive in their communities.



JOB



Description

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Governance Professional to the MAT

Post:	Governance Professional to the MAT
Contract/Salary:	£39,152 - £46,142 - 37 hours per week – flexibility considered around all year round or term time only (This will include working evening for MAT Trust board meetings and Local Governing Body meetings)
Location:	Sidney Stringer Academy
Accountable to	CEO

JOB PURPOSE

To provide executive administrative and governance support to the CEO, Trust Board and Local Governing Bodies. To contribute towards the efficient functioning a Trust Board and its committees by providing:

- administrative and organisational support;
- guidance to ensure that the Trust works in compliance with the appropriate legal and Regulatory framework, and understands the potential consequences for noncompliance; and advice on procedural matters relating to the operation of the board.
- support the development and effectiveness of governance arrangements across the Trust.

MAIN DUTIES & RESPONSIBILITIES:



- Keep abreast with current educational developments and legislation affecting schools and Multi academy Trusts;
- Provide advice to the Trust Board and Local Governing Boards. This will include core functions and DFE governance advice, including the Governance Handbooks and Competency Framework for Governance.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board;
- Inform the Trust Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Maintain and review governance documentation including terms of reference, schemes of delegation and codes of conduct.

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- Monitor compliance with governance procedures, statutory requirements and Trust governance documentation.
- Support the effective operation and ongoing development of governance systems, processes and procedures across the Trust.
- Produce the annual calendar for MAT Trust Board, Local Governing Boards and committee meetings.
- Ensure new Governors and Directors receive induction materials and complete the necessary checks. Ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Coordinate induction, training and continuing professional development for Trustees and Governors.
- Maintain governance training and attendance records.
- Contribute to the induction of Governors and Directors taking on new roles, in particular Chair of the Board or Chair of a Committee.
- Identify priorities, anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations





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- Coordinate and support exclusions, appeals, complaints and associated panel hearings in accordance with Trust policy and statutory guidance.
- Coordinate Stage 3 complaints and associated panel arrangements on behalf of the Trust.

Support for the CEO

- Be the main point of contact for all external correspondence and requests
- Lead on arranging meetings whether face to face or virtually and electronic diary management
- Support the smooth running of these meetings with booking rooms and refreshments
- Support with recording of these meetings where needed

Effective administration of meetings

- With the Chair and CEO, prepare a focused agenda for the Trust Board meetings and Local Governing Boards and any committee meetings such as Business Managers, Safeguarding etc.
- Personally attend and minute Trust Board, committee and Local Governing Body meetings as required.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or as stated in the articles of association;
- Ensure Governor Hub is up to date and encourage its use by Governors, Director and Executive Leaders
- Act as a central point of contact for governance-related queries across the Trust.
- Ensure meetings are quorate
- Record the attendance of Governors and Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising those absent of the date of the next meeting.
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chairs, CEO, and Executive Leaders.
- Circulate the reviewed draft to the relevant people
- Support the effective flow of governance information between the Trust Board, committees and Local Governing Bodies.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.



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Membership

- Advise Governors and appointing bodies in advance of the expiry of a Trustee and Governor terms of office and the impact of this on the Board's capacity and skills mix
- Advise the MAT Board on the DfE's recommendations and guidance in relation to Members and Trustees
- Establish, in discussion with the Board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner;
- Coordinate recruitment, election and appointment processes for Governors and Trustees.
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections. Collate and maintain information about Trustees such as any Business or Pecuniary Interests and where required publish this information on the Trust's website.
- Ensure the necessary checks (such as Disclosure and Barring - DBS) have been carried out on any Governor/Trustee/Member when it is appropriate to do so.
- Investigate training opportunities as determined by an annual skills audit. Maintain a record of training undertaken. Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

Manage Information

- Ensure that the MAT website is up to date and compliant.
- Ensure that Governance pages on individual school websites are kept up to date.
- Maintain up to date records of the names, addresses and category of Trust Board and Local Governing Board members and their term of office, and inform the Trust board and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors
- Maintain a record of signed minutes, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of Trust Board and Local Governing Board correspondence.
- Manage the flow of information from Trust Board to Local Governing Boards committees and vice versa
- Produce and maintain a governance yearly planner in advance
- Maintain governance systems and records to support effective governance and compliance across the Trust.



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People and relationships

- Develop and maintain effective professional working relationships with the Chair, the Trust and Executive Leaders
- Coordinate effective induction, learning and development opportunities for those involved in governance, including continuing professional development.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management



General

- The post-holder must carry out his or her duties with full regard to the MATs policies and procedures.
- The post-holder will participate in the MATs performance management process as it is applied for all staff.
- The post-holder will perform any other duties and responsibilities within the range of the salary grade and scope of the role (directed by the CEO).



PERSON SPECIFICATION



Aspect	Essential	Desirable	Measured By
Education & Qualifications	<ul style="list-style-type: none"> • 4 GCSEs (A*-C / 9-4). • Minimum level 3 (or equivalent) qualification in governance, education, administration or human resources. 	<ul style="list-style-type: none"> • Have achieved/currently undertaking the National Development Programme for Clerks or its equivalent. • Graduate with ICSA or similar professional qualifications relating to administration and/or governance. 	Application
Experience	<ul style="list-style-type: none"> • Full computer literacy with experience of using MIS software. • Experience of administrative systems and procedures. • Handling of sensitive and confidential information with discretion and diplomacy. • Ability to prioritise work to meet tight deadlines. • Experience of writing agendas and accurate concise minutes. • Experience of proof-reading documents for accuracy. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of supporting a governing board. • Understanding of the purpose, value and principles of governance. • Experience of developing new or improved administrative processes. • Knowledge of educational legislation, guidance and legal requirements. • Knowledge of the respective roles and responsibilities within educational governance. • Experience of working in a regulated sector and/or charitable trust. 	Application /Interview

<p>Experience</p>	<ul style="list-style-type: none"> • Ability to develop and maintain effective and supportive relationships with colleagues. • Ability to effectively engage with virtual meetings, as required. • Evidence of relevant personal and professional development. • Experience working as part of a team. • Experience of working on own initiative • Experience supporting governing boards, committees or senior leadership meetings. • Experience coordinating sensitive or confidential processes. • Ability to interpret and apply policy, procedure and statutory guidance. • Experience coordinating complaints, appeals or panel processes. 	<ul style="list-style-type: none"> • Knowledge of Equal Opportunities and Human Rights Legislation. • Knowledge of Data Protection Legislation. • Experience within a multi-academy trust. • Experience supporting exclusions, complaints or appeals. • Governance qualification or willingness to work towards one. 	<p>Application /Interview</p>
<p>Skills & Knowledge</p>	<ul style="list-style-type: none"> • Excellent organisation skills. • Excellent time management skills. • Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines. 	<ul style="list-style-type: none"> • Have a thorough understanding of the duties of a Governance Professional within the education sector. • Knowledge and experience of whole school procedures, organisation and structure. 	

Skills & Knowledge	<ul style="list-style-type: none"> • Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences. • Good listening, oral and literacy skills. • Have good record keeping and information retrieval skills. • Effective written and verbal communication skills. • Ability to compose letters with fluency. • Ability to work on own initiative and be decisive. • The capacity to remain calm and to cope with the unexpected. • Strong understanding of governance procedures within an educational setting. • Ability to manage competing priorities and sensitive matters with professionalism and discretion 		Application /Interview
Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to work including the ability to work some evenings. • Commitment to maintaining confidentiality. • Ability to remain impartial. • Committed and enthusiastic attitude. • Confident, positive and flexible approach to work. • Willingness to actively participate in training and development. 		

<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Ability to understand and demonstrate commitment to work within and promote compliance with Equal Opportunities and Diversity. • Ability to work flexible hours when meetings are in the evenings. • Be able to travel to meetings. • Be available to be contacted at mutually agreed times. 		<p>Application /Interview</p>
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<p>Other</p>	<p>This post is exempt from provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>
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Document Control

Reviewer	Role of Reviewer	Date of Last Review
C Turpin	CEO	Mon May 18 2026 07:00:00 GMT+0000 (Greenwich Mean Time)



SAFEGUARDING

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff have a duty to keep young people safe and to protect them from physical harm. By accepting a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. The Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.



Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



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Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



Sidney Stringer
Multi Academy Trust

HOW TO APPLY:

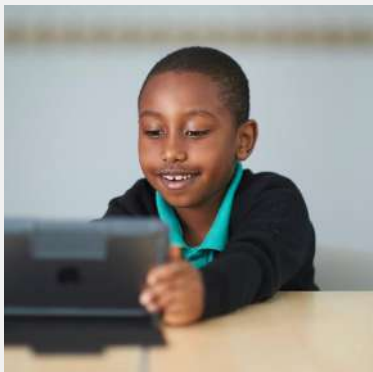
WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:

www.sidneystingertrust.org.uk



VIA EMAIL

Please send completed application form electronically to Laura Niblock MAT Head of HR: recruitment@sidneystingeracademy.org.uk [no hard copies to be sent in the post].



If you would like any further information or have any questions then please email:

recruitment@sidneystingeracademy.org.uk

Closing Date Thursday 4th June 2026

Interview Date - Wednesday 10th June 2026