

Primary Advantage Federation

Governance Manager



We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively.

Primary Advantage is governed through a Federation structure, working to the School Governance (Federation) Regulations. As a large Federation working across eight schools, getting our governance right is crucial to the success of organisation and ability of Central Governing Board (CGB) to discharge responsibilities and have a clear line of sight into our schools.

The Governance Manager will be fundamental to ensure that Federation is compliant with all governance legislation and leads on maximising the potential of our governance arrangements. The Manager will act as the bedrock for our all the Federation's governance delivery. The Governance Manager will provide core proactive clerking support to our CGB, Business and Finance Committee (BFC), Outcomes and Provisions Committee (OPC) and Local Advisory Boards (LABs). More than this, the post holder will also contribute to the effectiveness of key decision-makers within the organisation by overseeing the governance framework, meeting all compliance and regulatory requirements and providing advisory support to governance stakeholders.

Through developing and delivering a tailored governance model for Primary Advantage, the Governance Manager will enable our governance structures to fully meet the evolving needs of our organisation whilst demonstrating best practice in Federation governance.

The role requires self-motivated, approachable and organised individual to lead and manage governance administration, in addition to providing expertise on legislation to support, develop and shape the future of the federation.

Visits are warmly welcomed and encouraged. To view or download our application pack, please visit www.primaryadvantage.co.uk/recruitment. For vacancy enquiries, please contact our Admin & Data Officer, Venessa Williams at recruitment@primaryadvantage.hackney.sch.uk.

- Start date:** As soon as possible
- Hours:** Approximately 603 hours a year in term time, any additional hours will be paid at the same rate
- Closing date:** Friday 25th January 2019
- Interviews:** Tuesday 5th February 2019
- Scale:** P03 £37,650 pro rata (*dependent on experience*) Actual salary: £19,458.41 (based on a three-day working week)
- Contract:** One year fixed term

Successful applicants will be required to apply for an enhanced criminal record check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.