



Application Pack

Governance and Compliance Manager



Letter to Applicants

Dear Applicant,

We are delighted you have shown an interest in the role of Governance and Compliance Manager, an exciting role key to the future success of Galileo Multi Academy Trust.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust

Applicants should return their application form to info@galileotrust.co.uk by the closing date **12pm on 16th July 2026**

Should you wish to enquire about the role, please do not hesitate to contact me on 01642 777963 or via email: info@galileotrust.co.uk to arrange a 'phone call.

A DBS disclosure is required for this post, references will be sought for shortlisted candidates prior to interview, and all shortlisted candidates will be subject to a pre-employment online search. It is important to note that: *Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.*

It is likely that the recruitment process will be held week beginning 20th July 2026.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Jane Spence CEO



Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving around 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools whose vision is:

'To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.'

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We always act with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.



Employee Benefits & Wellbeing

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.



Job Advert

GOVERNANCE AND COMPLIANCE MANAGER

Galileo Multi Academy Trust is looking to recruit an exceptional candidate to the new role of Governance and Compliance Manager in the central team.

Required: 1st September 2026 (or as soon as possible after this date)

Salary: £36,000 (subject to annual performance management review)

Hours: Full time, all year

Location: Galileo Central Office, working also within the ten Trust schools

Report to: The Trust CFOO, Galileo Central Office, Kirkleatham Business Park, Redcar.

The vacancy has arisen due to an increase in recording, reporting and compliance requirements and the necessity for high quality governance support.

The successful candidate will:

- Be committed to the Galileo MAT vision and values.
- Have a proven track record of governance management, accurate and timely clerking and minute taking.
- Have good attention to detail and be a 'completer finisher' to ensure the Trust is compliant with its statutory and regulatory obligations.
- Be professional, able to work on their own initiative, and be committed to always providing high quality service.
- Ensure the safeguarding of all children and the wellbeing of all staff in line with statutory requirements and Trust policy.

Closing date: Thursday 16th July at midday

Interview: likely w/c 20th July 2026

Please refer to the back cover of the application pack for details of how to apply for this position.

Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.



Job Description

Governance and Compliance Manager

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Governance and Compliance Manager, Trust Central Ream

Salary: £36,000, subject to annual performance management review

Responsible to: CFOO

Purpose of the role

The governance and compliance manager will support the CEO and CFOO in:

- Communicating the Trust's vision compellingly and supporting the strategic leadership team in its delivery
- Lead effective governance at Trust and school level
- Support the CEO and CFOO on matters of legal and statutory compliance

They may also be required to undertake any of the duties delegated by the CFOO.

Qualities

The governance and compliance manager will:

- Uphold public trust in leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the Trust and school communities as well as with external agencies, partners and contractors
- Serve in the best interests of the Trust's pupils

Duties and responsibilities

Trust culture, and behaviour

Under the direction of the CFOO, the governance and compliance manager will:

- Contribute to the further development of the ethos and strategic direction of Galileo MAT by working in partnership with those responsible for governance and through consultation with stakeholders and school communities.
- Promote and embed Trust values through everyday lived leadership behaviour and attitudes: ambition, inclusion, and integrity.
- Continue a positive and deliberate effort to deliver the Trust mission statement and uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and steps in life.
- Promote positive respectful relationships across the schools and Trust communities, where everyone can contribute to an inclusive environment and there is a culture of high staff professionalism.

Lead governance at trust and school level

The governance and compliance manager will:

- Lead the annual cycle of governance work, ensuring compliance
- Provide accurate and timely clerking to trust board and committee meetings including local school boards
- Maintain accurate records and statutory information
- Manage the Trust's governance platform
- Ensure a systematic and quality approach to the recruitment, induction, training and succession planning of Trustees and Governors
- Ensure governance remains aligned to the expectations of external agencies including the DfE, Ofsted and SIAMs

Support the CEO and CFOO on operational compliance

Under the direction of the CFOO, the governance and compliance manager will:

- Review and revise Trust level policies to reflect statutory changes and national directives, working where appropriate with contracted services such as safeguarding, HR and health and safety, to ensure effective, efficient and consistent operations.
- Support the work of externally appointed auditors and other contracted services with an audit remit to complete timely audits across the Trust
- Liaise with contracted services and headteachers regarding efficient operations and compliance e.g., safeguarding, HR, health and safety, safeguarding
- Manage the Trust's compliant response to SARs, FOIs and data breaches, working closely with headteacher and where necessary in partnership with external agencies

Delivery of traded services to other Trusts and schools outside of Galileo Multi Academy Trust

Working with the CEO and CFOO:

- Explore the potential for the Trust to raise revenue by providing external clerking services
- Provide agreed clerking services to schools outside of the Trust when there is capacity
- Explore opportunities to further network with other Trusts and schools outside of Galileo

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the governance and compliance manager will carry out. The postholder may be required to do other duties appropriate to the level of the role.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.



Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications and training	Degree	✓		A
	Professional qualifications in governance and/or management		✓	A
Experience	Leadership experience, people and operations	✓		A/I
	Leading governance at Trust and school level		✓	A/I
	Delivering compliance within a complex organisation		✓	A/I
	Liaising with senior leaders and external agencies	✓		A/I
	Demonstrable experience of relationship building and delivering objectives to deadlines	✓		A/I
Skills and knowledge	Good understanding of the education sector including multi academy trusts	✓		A/I
	Understanding of trust and school governance, structures, operations and compliance	✓		A/I
	Understanding of compliance and regulations within a multi academy trust		✓	A/I

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE	ASSESSED
	Ability to take accurate and timely minutes, and to write more broadly with clarity and purpose for diverse audiences	✓		A
	Effective communication and interpersonal skills including with senior leaders and trustees.	✓		A/I
Personal qualities	A commitment to providing high quality work for the benefit of the whole Trust and its wider communities	✓		I
	Ability to work under pressure and prioritise effectively	✓		A/I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓		I

* A – application form I – interview / assessment centre

How to Apply

Application form and further information is available from: www.galileotrust.co.uk under Careers and Vacancies.

Applicants should complete and return the Trust application form for all vacancies and return to info@galileotrust.co.uk

Job Description: This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jane Spence on 01642 777963 or via email: info@galileotrust.co.uk to arrange a 'phone call.

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.