



Trust Governance Assistant

Based in West Sussex

10 -15 hours per week, Term-Time Only

SLT Scale G £28,624 - £31,067 fte subject to experience and hours

(prorated to minimum £6,516.27 and maximum £10,608.64)

Our organisation is growing and we're looking for someone with great communication, IT literacy and organisational skills to join our team. You will proactively support the continued development of our governance arrangements across the Trust by aiding the Governance Support Officer in delivering and overseeing aspects of governance compliance and effectiveness within the Trust's academies; including clerking responsibilities. Flexibility will be required to attend out of hours scheduled local governing body meetings with adequate notice and within reason (approximately 12 times per year). You will need to be able to travel to designated academies on those occasions.

We are looking for a team player who is equally able to work autonomously. You will be a positive, collaborative and enthusiastic individual with a track record of excellent organisation and administration skills.

In return we can offer you the opportunity to be part of a forward-thinking, supportive and positive team, where we will help you feel respected, valued and included. We'll support you with opportunities to shine, feel positive about Monday mornings and to gain further skills and experience to support your career development. We also recognise the commitments people have outside work, and in return for your hardwork and commitment we can offer a degree of flexibility and support in how you achieve success in your role. As such, we welcome applications from individuals looking to work between 10 - 15 hours per week.

Above all, at Sussex Learning Trust you'll have the chance to make a difference to the educational experience and outcomes for children across our communities.

If this sounds like you, and you would like to be considered for this post, please download an application pack below. Please email your completed application form to jobs@sussexlearningtrust.co.uk. If you have any questions our People team will be more than happy to assist at hr@sussexlearningtrust.co.uk

Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online check and the successful candidate will be subject to an Enhanced DBS Check as well as other pre-employment checks.

PLEASE NOTE WE DO NOT ACCEPT APPLICATIONS MADE BY CV

Closing Date for applications: Thursday 27th February 2025

Interviews: Tuesday 4th March 2025

We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

[Job Description](#)

[Person Specification](#)

[Application Form](#)

[Safer Recruiting Form](#)