

Catalyst Academies Trust

Governance Manager

Salary £29,225 - £35,032 FTE (Actual £25,110 - £30,100) dependent on experience

Reporting to: Finance & Operations Director

Start Date: December 2025 or earlier if available

Hours and conditions of service: 37 hours per week, term time only. We are open to applicants who may want less than 37 hours. Some flexibility in hours worked is required for Clerking at Governor meetings and these take place 3 times per term, on a Thursday, from 5.30pm to 8.00pm approximately.

The opportunity has arisen for a Governance Manager, with relevant experience, to join our Central Team. We are looking for someone who has excellent organisational and communication skills. The role will include responsibility for governance, including policies, admissions, GDPR, supporting the complaints process, co-ordination of Governors. The postholder will be required to hold the Professional Clerks qualification or be willing to study for the Professional Clerks qualification through the NGA which is funded by the Trust.

The Governance Manager provides efficient governance service and support to the Leadership teams across the expanding Trust. The Governance Manager will work across the schools within our Trust meaning that travel between schools will be required.

Catalyst Academies Trust is an innovative, not-for-profit organisation, comprising of 5 schools, whose mission is to widen access to outstanding educational provision.

The successful candidate will benefit from our "Catalyst Employee Perks" platform and will be able to access a range of discounts from various retailers, family days out, restaurants and more.

For further information about the role or to arrange an informal visit, please contact Sarah Coote on 01708 852128, option 3, or email contactus@catrust.org.uk. Applications should be made through Essex School Jobs. Early applications are welcome, and we reserve the right to interview suitable candidates immediately, withdrawing the advert once a successful appointment has been confirmed.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearance.

Closing date: 21st November 2025

Interviews: w/c 24th November 2025

