APPLICATION PACK

DIRECTOR OF GOVERNANCE AND COMMUNICATIONS AND PA TO THE CHIEF EXECUTIVE OFFICER AND CHIEF EDUCATION OFFICER

THE BISHOP FRASER TRUST



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME

Dear Applicant,



I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st of December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Heywood (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)

At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carer and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me; I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer



WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on growth and supporting your professional development. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.
Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.
Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer automatic pay progression for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.
No Unnecessary Hassle – No need to request raises; they're built into your journey.
Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our Leadership Professional Development Programmes are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.
Real Growth Opportunities – Clear pathways to leadership roles within the company.
Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you reach your full potential!

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.
We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed!

WELLBEING AND SUPPORT

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.
Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further!





ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We proudly serve communities across South Lancashire and Greater Manchester. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector as we anticipate adding a further three schools over the course of our next strategic cycle. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM **COMMUNITY** **HOPE** **DIGNITY**

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN GREATER MANCHESTER/ SOUTH LANCASHIRE



Affordable cost of living: Compared to some of the larger cities, such as London, Greater Manchester offers a relatively affordable cost of living, with a wide range of housing options across its diverse towns and communities, supporting a strong quality of life.

Convenient transportation: Greater Manchester benefits from extensive transport links, including access to the M60, M61 and M62 motorway network, as well as regular rail services into Manchester city centre and across the wider UK. The region is also served by the Metrolink, one of the UK's largest tram networks, providing frequent and reliable connections across the city region.



Beautiful green spaces: Greater Manchester offers a wealth of high-quality parks, countryside and green spaces, including Heaton Park, Jumbles County Park, Rivington and Moses Gate County Park.

These areas provide opportunities to step away from urban life and enjoy walking, cycling, picnics and a range of outdoor activities. The surrounding moorland and nearby countryside are particularly notable, offering striking landscapes and easy access to nature across the region.

Cultural attractions: Greater Manchester has been a proud historical, reflected in its many museums, galleries, and heritage attractions. Highlights include Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, a well-known visitor attraction. The region offers a thriving cultural scene, from local venues such as Octagon Theatre to the extensive arts, music and performance programmes across Manchester, one of the UK's Leading cultural centres. Greater Manchester boasts a diverse range of restaurants, cafes, traditional pubs and leisure activities. The area hosts a dynamic Calander of events such as the Ironman Uk and the popular Bolton Food and Drink Festival, alongside numerous cultural community events across the region for a diverse community.





Academic institutions: Greater Manchester is home to a wide range of universities, colleges and further education institutions, supporting a strong pipeline of talent and skills development. The region includes institutions such as University of Bolton and Bury College. Alongside major universities including University of Manchester, Manchester Metropolitan University and University of Salford. These strong academic connections provide opportunities for collaboration, research, workforce development and access to emerging talent across a wide range of discipline.

Job Title:	Director of Governance and Communications	**Department/ Group:**	Leadership Team
Level/Salary Range:	Soulbury Scale 6 - 13	**Reporting to:**	Chief Executive Officer
Contract term:	Permanent	**Hours per week:**	37 hours

Safer Recruitment Statement:

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

Vision Statement:

"To allow all children to experience 'life in all its fullness' no matter what their starting point" by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

All staff employed by the Bishop Fraser Trust are required to:

- Uphold and promote the Trust's vision.
- Uphold and promote the Christian ethos of all schools within the Trust.
- Support and contribute to the achievement of all students academically and pastorally.
- Support and contribute to the Trust's responsibility for safeguarding all students.
- Undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect.
- Share best practice, expertise and skills with others.

Main Objectives of Role:

The Director of Governance and Communications is a leadership role within the Trust, responsible for ensuring effective governance, statutory compliance, high-quality communications, and the operational integrity of key Trust-wide systems.

The post holder will provide strategic oversight and operational leadership across governance, compliance, communications, complaints and selected central systems. They will play a key role in ensuring the Trust meets all statutory and regulatory requirements while driving consistency, efficiency and continuous improvement across its operations.

The role will also support Trust-wide leadership priorities, including risk management, policy development, and the successful onboarding of new schools.

To provide professional, proactive and confidential personal assistant support to the Chief Executive Officer and Chief Education Officer, ensuring the effective coordination of their schedules, communications, governance responsibilities and administrative functions.

Job Description:

Key Responsibilities

1. Governance Leadership

- Act as the lead governance professional for the Trust Board
- Design, maintain, and oversee the annual governance cycle and calendar
- Ensure all governance processes are compliant, efficient, and well-documented
- Provide high-quality support and advice to Trustees and Local Governing Bodies (LGBs)
- Act as a central point of communication between governance structures and the executive team
- Lead on the induction, development and ongoing support of new governors
- Support the recruitment and appointment of governors where required

2. **Communications, Enquires and Complaints**
   - Oversee the Trust-wide enquires function, ensuring timely, professional responses
   - Ensure all complaints are managed in line with Trust policies and statutory guidance
   - Lead or coordinate investigations into complains where required, ensuring fairness, transparency and compliance
   - Support the development of clear, consistent internal and external communications relating to governance and Trust operations

3. **Website Management and Statutory Compliance**
   - Ensure the Trust website is accurate, compliant, and regularly updated
   - Lead annual compliance audits across all school websites to ensure statutory requirements are met
   - Provide guidance, support, and challenge to schools to address compliance gaps
   - Maintain oversight of statutory information publication across the Trust

4. **Systems Oversight (HR, Training and Engagement Platforms)**
   - Ensure systems are appropriately procured, renewed, and contract-managed
   - Promote effective and consistent use of systems across the Trust
   - Work with stakeholders to improve integration, efficiency, and data use
   - Provide strategic oversight of key Trust systems, including (but not limited to):
     - Governor Hub
     - National College
     - Edurio

5. **Leadership, Strategy and Continuous Improvement**
   - Contribute as a member of the Trust leadership team. Build strong and effective relationships with school leaders, central team colleagues, and governance stakeholders
   - Develop and implement operational strategies to improve efficiency, quality, and productivity
   - Act as project lead for key Trust-wide initiatives within the operational strategy
   - Lead operational delivery of the annual staff survey, including analysis and reporting
   - Support onboarding and integration of new schools joining the Trust
   - Promote a culture of accountability, high standards, and continuous improvement

6. **Policy, Risk and Compliance**
   - Maintain a strategic overview of Trust-wide policies, ensuring they are up to date, compliant, and accessible
   - Ensure robust systems of internal control and risk management are in place and operating effectively
   - Keep up to date with government policy and legislative changes, assessing implications for the Trust and advising the executive team and Board
   - Ensure admissions and appeals processes comply with the School Admissions Code and provide expert guidance where required.

7. **PA to Chief Executive Officer and Chief Education Officer**

- Manage the day-to-day administrative demands of the Chief Executive Officer and Chief Education Officer, including screening telephone calls and visitors, responding to enquiries where appropriate, and redirecting matters to relevant colleagues.
- Liaise with internal and external stakeholders, arrange the preparation, photocopying and collation of documentation, and develop and maintain effective filing and record-management systems.
- Provide administrative and organisational support to the Executive Leadership Team as directed by the Chief Executive Officer.
- Manage complex administrative processes and correspondence, including submissions to external agencies and regulatory bodies such as the Department for Education (DfE).
- Provide high-level organisational and administrative support and advice to staff and governing bodies as required.
- Coordinate meetings, prepare agendas, take minutes where required, and ensure follow-up actions are monitored and completed.
- Undertake any other duties commensurate with the grade of the post as may reasonably be required by the Chief Executive Officer and Chief Operating Officer.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	November 2026

Person Specification – Director of Governance and Communications and PA to Chief Executive Officer and Chief Education Officer

Categories	**E**ssential / **D**esirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Able to work early mornings and late evenings	E
Personal Qualities	
Self-motivated and personally resilient.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Visionary and strategic thinker, able to balance operational detail with long-term planning.	E
Strong communicator and collaborator with a coaching leadership style.	E
Highly organised, resilient, and focused on delivering high standards.	E
Committed to safeguarding, inclusivity, and the Trust's educational mission.	E
Professional Dispositions	
High levels of integrity, discretion, and professionalism	E
Calm, methodical., and solution-focused approach	E
Ability to work independently and take initiative	E
Commitment to high standards and continuous improvement	E
Collaborate and relationship-driven working style	E
Qualifications	
Degree or equivalent professional qualification	E
Governance qualification (e.g. NGA training or equivalent)	D
Strong understanding of governance in a multi-academy trust or similar complex organisation	E
Evidence of ongoing professional development.	E
Willingness to participate in relevant training and development opportunities	E

Categories	**E**ssential / **D**esirable
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all.	D
Experience of being involved in curriculum design that meets the needs of all learners.	D
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
Significant experience in a governance, compliance, or senior operational leadership role	E
Proven track record of supporting or advising boards, trustees, or governing bodies	E
Experience of managing statutory compliance across multiple sites or organisations	E
Experience of handling complaints, investigations, or formal casework	E
Experience of overseeing digital systems or platforms (HR, training or engagement systems desirable).	E
Experience of project management and leading cross-organisational initiatives	E
Experience working within a multi-academy trust or education setting	D
Experience of managing communications or stakeholder engagement functions	D
Understanding of HR systems and workforce data	D
Skills and Knowledge	
Strong strategic thinking and operational delivery skills	E
Excellent written and verbal communication skills	E
Ability to interpret and apply legislation and statutory guidance	E
Strong organisational skills with the ability to manage multiple guidance	E
High attention to detail, particularly in compliance and governance matters	E
Ability to influence and work effectively with senior leaders and stakeholders	E
Confidence in managing sensitive issues, including complaints and governance matters	E
Understanding of data protection, website compliance and regulatory requirements for schools	E
Knowledge of statutory compliance requirements in education (including governance, admissions and Safeguarding frameworks)	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E