



Governance and HR Administrator
Recruitment Pack
DGAT central team





Dear Applicant,

Thank you for your interest in the post of Governance and HR Administrator.

Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our Trust website - www.dgat.org.uk – a useful source of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is Friday 12 September Interviews are scheduled to take place on Tuesday 23 September.

To submit your application please email the completed form to Vicki Cowan at recruitment@dgat.org.uk before the closing date.

Yours faithfully

Nicki Wadley
Chief Operating Officer



The Diocese of Gloucester Academies Trust seek to appoint an

Governance and HR Administrator

We are seeking to appoint a Governance and HR Administrator to support the Trust's central HR and Governance function. This is an exciting new role within the central team which offers a diverse range of responsibilities where no two days will be the same. The role includes supporting our local governing boards to have access to high-quality resources, providing advice and guidance to local governors, supporting training events, supporting schools with the administration of recruitment, undertaking the administration of the conversion process for schools seeking to join the Trust, policy administration and much more – please see the role description for more detailed information.

The post is offered as a salary of £26,758 (pro rata) on a permanent basis.

This is a part-time post for 22.5 hours a week term time only plus four weeks.

Further details and an application form can be downloaded from the vacancy area of our website www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact Vicki Cowan on 01452 942415 Extension 5016 or email vcowan@cen.dgat.org.uk

Closing date for applications is Friday 12 September 2025.

Other information that might help you decide if this is the role for you

Usual working days and times:	To be discussed with the successful candidate.
Work environment	There is an option for hybrid working through the central team Agile working Policy.
Dress code:	Smart casual office wear
Employee benefits:	Free and confidential employee assistance programme available 24/7



A robust and supportive induction and probation process and high-quality professional development.

A range of clear and supportive policies.

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance



- Compliance and GDPR
- Governance

Job Description

Main purpose of role

To provide high quality administrative support for the governance and HR administration functions of the Trust.

Key Responsibilities

Local governance

- Support the updating of local governance guidance and templates.
- Collate the schools' bi-annual website audits.
- Under the direction of the Governance and HR Officer provide advice, guidance and support for the election and appointment of local governors.
- Provide pre and post course information to attendees of local governance training.
- Maintain a register of attendance at local governance training.
- Support with the planning and set up of local governance training courses – room booking, refreshments, register, room set up, photocopying etc.
- Create and collate course evaluation information.
- Support the delivery of the Clerks' Forum meetings.
- Under the direction of the Governance and HR Officer, lead on the organisation of an annual local governance event.

HR administration

- Support as directed with the posting of job adverts, manage applications, request references and provide administrative support for Trust-wide recruitment processes.
- Undertake social media checks as part of school's safer recruitment processes.
- Undertake safer recruitment checks following appointment
- Prepare offer letters and contracts for new starters and facilitate the HR onboarding process, ensuring all new starter documentation is completed.
- Liaise with headteachers and line managers to assist in arranging induction programs for new employees.
- Support the administration and organisation of Trust induction training

- Support administration of the Trust HR system.
- Send exit interview invitations and arrange meetings when invitations are accepted.
- Collate exit interview data on a termly basis and prepare for the COO to analyse.
- File and dispose of recruitment paperwork in line with GDPR.
- Raise PO's for recruitment advertising via HOGE
- Maintain training records for staff development.
- Ensure timely responses to HR policy related inquiries.
- Support the administration of HR related internal scrutiny activities
- Prepare higher earner reports to publish on the website.
- Assist with the administration of apprenticeships across the Trust
- Support with the maintenance of the Trust website in relation to all pay related and HR policies, templates and documentation
- Collate Trust wide diversity data and prepare for the COO to analyse.
- Support the administration of the Trust annual wellbeing survey.
- Provide clerking support for HR related formal meetings.

Conversion and onboarding process

- Under the direction of the Governance and HR Officer provide high quality administrative support to the process to onboard new schools.
- Under the direction of the Governance and HR Officer set up the workflow and due diligence documents for all school's joining the Trust.

Review and publication of Trust policies

- Under the direction of the Governance and HR Officer support the administration of the Every documents system.
- Under the direction of the Governance and HR Officer ensure policy review dates are added to the Executive Leadership Team's calendars.
- Under the direction of the Governance and HR Officer ensure policies are published on the Trust website when ratified.
- Ensure policies and the policy review sheet are attached to the weekly Herald once ratified.
- Provide administrative support for the policy review process, including proof reading and ensuring policies are published in line with the Trust style guide.

Professional Development

- Be proactive in identifying professional development and training needs.
- Participate in training and development activities as required.
- Be an active participant in the performance management process.



Personal Commitment

- Demonstrate the Trust's vision and core principles throughout the job role
- Act as a positive model.
- Always be a positive advocate for the Trust.
- Take personal responsibility for undertaking all aspects of the job role and be proactive in independently problem solving in the first instance.
- Seek support and guidance when necessary.

Other Responsibilities

- Contribute to a positive team atmosphere, and a positive image of the Trust with all stakeholders.
- Always act professionally and with integrity.
- Contribute to effective safeguarding culture across our schools.
- Undertake continual professional development and learning.
- Work within all Trust policies and procedures

Safeguarding Children and Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The post-holder is expected to maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

It is the practice of the Trust to review job descriptions annually.

Person specification

Qualification	
GCSEs (or equivalent) in English and Mathematics	Essential
Relevant administrative (e.g., NVQ Level 3, Diploma in HR Administration) or equivalent experience.	Desirable
Experience, Knowledge, Skills	
Previous experience in an HR and/or governance administration role or similar.	Desirable
Previous experience of GovernorHub	Desirable
Ability to handle sensitive and confidential information with professionalism.	Desirable
Experience of working in a busy office environment in a similar role.	Desirable
Experience using office software such as Microsoft Office (Word, Excel, Outlook) and school management systems.	Essential
Experience uploading information to websites.	Desirable
Experience of supporting the administration of recruitment processes.	Desirable
Proven experience in an administrative role with public-facing service responsibilities.	Essential
Excellent written and verbal communication skills.	Essential
Excellent people skills, with the ability to provide a warm welcome.	Essential
Strong organisational skills with the ability to effectively time manage and prioritise a varied workload and manage interruptions.	Essential
Meticulous attention to detail and accuracy.	Essential
Ability to work independently and as part of a team.	Essential
Ability to manage multiple tasks in a busy environment.	Essential

Problem-solving skills and a proactive, can-do approach to work.	Essential
Supportive of the Trusts vision and ethos	Essential
High level of integrity and discretion.	Essential

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.