



Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire, bringing together a family of specialist SEN schools dedicated to supporting children and young people with learning difficulties.

Company Secretary & Governance Professional

Based at the Trust Central Office, Maidenhead

£50,911 to £55,102 per annum depending on experience.

37 hours per week with Flexible Working Hours Scheme

About the Role

We are looking for a highly organised and proactive Company Secretary & Governance Professional to help shape and strengthen governance across our growing Trust. This is a varied and influential role supporting our Board of Trustees, Members and Local Governing Boards, ensuring that governance is effective, compliant, and forward-thinking.

Working closely with the CEO, Chair of Trustees and Executive Leadership Team, you will be the trusted adviser who keeps governance running smoothly and ensures that important decisions are supported, recorded, and delivered.

What you'll be doing

- Leading governance support for the Board of Trustees and its committees.
- Providing expert advice on governance, constitutional and procedural matters.
- Coordinating Trustee, Member and Local Governing Board meetings.
- Ensuring statutory and regulatory compliance across the Trust.
- Liaising with the Department for Education, Charity Commission and other regulatory bodies as required.
- Monitoring changes in education, governance and company legislation, advising leaders and Trustees on their implications.
- Supporting governance development, training and induction programmes.
- Maintaining key governance records, returns and reporting requirements.
- Managing and developing the Trust's clerking service.
- Acting as the Trust's Data Protection Officer and overseeing governance-related communications.

About you

We're looking for someone who enjoys bringing order to complexity and can confidently work with senior leaders and trustees.

You will have:

- Experience supporting Boards, Committees or governance structures, ideally within a Multi-Academy Trust.
- Strong organisational skills with exceptional attention to detail.
- Excellent written communication and minute-taking abilities.
- A sound understanding of governance frameworks, compliance and statutory requirements.
- The ability to build positive working relationships whilst providing professional challenge when needed.
- Confidence working independently and managing multiple deadlines.
- Strong ICT skills, including Microsoft Office applications.
- A Governance Professional qualification (or willingness to work towards one).

Why join us?

This is an opportunity to play a key role behind the scenes of an ambitious and growing Trust. You will work alongside experienced leaders, influence governance practice across several schools and help ensure that our focus remains where it belongs: improving outcomes for children and young people.

What We Offer

- Flexible working arrangements
- Contractual sick pay
- Free on-site parking
- Family-friendly policies
- 24/7 GP service
- Eye care and free flu vaccination voucher
- Gym, food, entertainment, shopping and holiday discounts
- Generous pension and life assurance schemes
- Free confidential mental health and wellbeing coaching and counselling services
- Private contributory healthcare scheme

If you are an organised professional who enjoys working with people, processes and purpose, we'd love to hear from you.

Closing Date: Monday 28 September 2026

How to Apply:

Please download an application pack from our website:

<https://www.ascendancypartnershiptrust.co.uk/about-us/vacancies>

Please email your completed application form to: careers@aptmat.co.uk

We welcome applications from all sections of the community.

The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applicants must be eligible to work in the UK

Stronger and Better Together

