



**Governance Partner to the Local Governing Body  
King's Academy College Park  
Permanent**

<b>JOB TITLE:</b>	Governance Partner to the Local Governing Body
<b>LOCATION:</b>	King's Academy College Park, Crofton Road, Portsmouth PO2 0NT
<b>REPORTS TO:</b>	Chair of the Governing Body
<b>GRADE:</b>	Pay Band 8 (£36,363 FTE)
<b>CONTRACT TYPE:</b>	Permanent – term time only
<b>HOURS OF WORK:</b>	2 hours a week
<b>START DATE:</b>	As soon as possible
<b>CLOSING DATE:</b>	Midday on Monday 9th February 2026

The academy is seeking a highly organised and professional Governance Partner to provide essential administrative support to the Local Governing Body. The Governance Partner will be responsible for advising on procedural best practice, accurately recording minutes during meetings, preparing and distributing agendas and supporting documents, maintaining comprehensive records of governors' attendance and actions, and providing general administrative assistance as required.

The role requires attendance at six Local Governing Body (LGB) meetings per year. The ideal candidate will demonstrate excellent organisational and communication skills, proficiency in minute-taking, and a sound understanding of governance procedures within educational settings. This position is integral to the efficient operation of the Local Governing Body and to ensuring effective communication across the academy community.

#### **QUALIFICATIONS**

- Experience of working in an administrative capacity at NVQ Level 3 or equivalent.
- Excellent organisational and administrative skills.
- Strong communication and minute-taking abilities.
- Knowledge of governance procedures in educational settings.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment. As part of the check the academy will also request information regarding the status of being barred from working with children.

Please complete the [non teacher application form](#) on our website to apply, these can be returned by hand, post or email to [recruitment@kingsacademies.uk](mailto:recruitment@kingsacademies.uk). For further information, please contact Mrs K Green at King's Academy College Park using the email address above.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.