Governance Manager and Executive Assisstant - Job Pack

ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching students to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our students enjoy a high-quality vocational programme delivered by committed and

creative professionals, whose expertise instils in our students a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.
In 2024, recognising our outstanding curriculum and performing arts achievements, ArtsEd was awarded a 'significant strength' by ISI, and the School won the ISA National Award for Excellence.

ArtsEd Higher Education
ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

'The future of this country's theatre tradition depends on centres of excellence such as ArtsEd.'

Lord Lloyd Webber, ArtsEd President

What do we offer?
The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all of our students to achieve their best. We offer competitive salaries and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & wellbeing of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes the following:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support;
- contributions towards a range of therapies, including sports massage, physiotherapy and chiropractic appointments;
- contributions towards dental and optical costs;
- 24/7 GP appointments via telephone/webcam;
- Lifestyle Discounts.

In addition, staff are eligible for the following:

- Cycle to Work Scheme;

- 5% matched pension (after the relevant qualifying period).

Governance Manager and Executive Assisstant	
Department	Executive/Administration
Reports to:	Finance Director
Key Relationships:	Chair, Principal, Trustees, Interim Executive Group, HR
Working Pattern:	35 hours a week (Monday- Friday) 9:00 am- 5:00 pm (including 1 hour paid lunch) Based in office, hybrid only when necessary
Start date:	1 January 2026
Salary:	£45,000 per annum
ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.	

Summary of the role:

What are we looking for?

The Governance Manager & Executive Assistant will play a dual role:

1. Managing governance and compliance arrangements to ensure the effective operation of the Board of Trustees and its sub-committees.
2. Providing high-quality executive support to the Principal and senior leadership team, enabling them to operate efficiently and strategically.

This is a pivotal role requiring strong organisational skills, attention to detail, discretion, and the ability to manage complex governance processes while also delivering proactive executive assistance.

Responsibilities:	
Department specific duties and responsibilities:	Responsibilities as Governance Manager and Executive Assisstant Purpose of the Role: **Governance and Compliance Management** • Support the Clerk (currently the Finance Director) with the day-to-day management of the work of the Board of Trustees and its committees, ensuring compliance with statutory and regulatory requirements. • Assist the Clerk with the preparation and management of agendas, papers, and minutes, ensuring they are delivered in a timely and accurate manner. • Oversea and monitor the Board and Sub-committees' compliance on governance, regulatory matters, and best practice. • Maintain up-to-date records of governance activity, membership, and statutory filings. • Maintain a repository of previous policy versions to enable effective auditing. • Support Board recruitment activities, including induction, training, and evaluation processes. • Ensure effective communication is facilitated between the Board, sub-committees, and the executive leadership team. **Executive Support** • Provide comprehensive administrative and executive support to the Principal and the Clerk, including diary management, correspondence, travel, and meeting arrangements. • Support the senior leadership team with scheduling, coordination, and preparation of key documents and reports. • Manage the flow of information to and from the Principal and leadership team, ensuring priorities are addressed promptly. • Assist in the preparation of presentations, reports, and briefing papers. • Maintain confidentiality and exercise discretion at all times. **Experience & Skills** Essential • Proven experience in a governance or company secretarial department. • Experience providing executive or senior administrative support at leadership level. • Excellent organisational, planning, and time management skills. • Strong written and verbal communication skills, including minute-taking. • Ability to handle confidential information with integrity. • High level of IT proficiency (Microsoft Office Suite, digital board portals, etc.). • Ability to work independently, use initiative, and manage multiple priorities. Desirable • Knowledge of governance in the education sector • Familiarity with regulatory frameworks (e.g., Charity Commission, Companies House, DfE, OfS, ISI etc.).

	• Formal governance or company secretarial training (e.g., ICSA/CGI qualification). **Key Attributes** • Professional, calm, and resilient under pressure. • Diplomatic and able to build effective relationships at all levels. • Detail-oriented but able to see the bigger picture. • Flexible and adaptable to changing priorities. • Discretion when dealing with sensitive institutional matters.

Background to ArtsEd	
	ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in I986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The Day School and Sixth Form remains the leading school of its kind in the UK with all students possessing outstanding creativity and dedication. Academic results and vocational success are significant, and our Value-Added return is in the top 1% nationally. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating. In additional to vocational training and significant success in the creative arts, each year a number of ArtsEd students move on to Russell Group universities where they study a range of more traditional academic subjects, including English.