

Information Governance Manager

Position:	Information Governance Manager
Salary:	NJC 24 to 27
Location:	Hybrid (Head Office – 300 Meadowhall Way, Sheffield)
Hours:	3 days (22.2 hours)
Weeks:	Term time + 3 weeks OR full year, 52 weeks <i>(Please state your preferred working pattern within your application)</i>
Contract term:	Permanent
Closing date:	28 June 2026
Interview date:	7 July 2026

We are very excited to be recruiting to the post of Information Governance Manager.

About the Trust

Nexus MAT formed in June 2016 and over the past decade has grown and developed to become a leading provider of state education across South Yorkshire. We are a collective of 20 schools (and counting), a mix of special schools, alternative provision, and mainstream. We have been successful twice at the annual National Governance Association awards, and we have a relentless focus on improvement and development.

Our Opportunity

We are now seeking to appoint a talented, capable and creative manager to this role. We are seeking candidates who have the ability to:

- Lead our information governance function – ensuring the continued quality, timeliness, and compliance of our responses to statutory requests;
- Develop our information governance processes across the Trust to address the needs of the future;
- Work supportively with colleagues around digital systems, complaints, and all areas of data protection and information governance.

The vision for Nexus MAT is that we are “Learning together, to be the best we can be”, and the style of the successful candidate will be a key determining factor in the selection process.

The post will be paid on local government terms and conditions. The successful applicant will be enrolled/transferred into the Local Government Pension Scheme.

Further information

For an informal conversation about the vacancy, please contact Joel Hardwick at JHardwick@nexusmat.org to arrange a phone call.

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with schools and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

Application forms can be found on our website.

Completed applications should be returned to HR-enquiries@nexusmat.org

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.

Privacy Notice (Job Applicants)

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website