

JOB DESCRIPTION

Section: Administration	Reports to: CEO
Job Title: Governance Professional	Grade/Salary Range: 7 £36,646 - £40,759 pro-rata equates to approximately: £33,122 - £36,839 per annum
Working Pattern: 37 hours per week	Weeks per annum: 41

PURPOSE OF JOB

To be responsible for all aspects of Governance across the Trust. Advising the Trust Board and Local Governing Boards on constitutional matters, duties and powers and to work within the legislative framework. To maintain the continuity of governing body business, organise meetings and agendas and ensure the smooth running and organisation of all aspects of governance for the Trust.

To attend Governance meetings as required, which may involve evening working.

MAIN DUTIES AND RESPONSIBILITIES -

Administrative services

- To establish a consistent approach to governance across the Trust.
- To co-ordinate all governance meetings across the Trust, including agendas, documents, room bookings, IT requirements and refreshments.
- To develop, establish and embed high quality working practices and service delivery standards for governance administration and support.
- To support the recruitment of Trustees and Governors.
- To develop, maintain and schedule a comprehensive induction and training package for Trustees and Governors.
- To maintain a training matrix for Trustees and Governors to ensure that all training is up to date and in line with current practice.
- To maintain regular communications and act as a point of support for Trustees and Governors.
- To quality assure the timely production of minutes and reports across the Trust.
- To quality assure the uploading of relevant information to Governor Hub, including agenda and related papers, minutes, reports, and other useful information.
- To monitor risks and bring to the attention of the line manager.
- To assist in the maintenance of risk registers on both a school and whole Trust level.

- To monitor Trustee and Governor attendance at formal meetings.
- To maintain records and monitor compliance

Advice and guidance

- To advise on legal duties and governing practice
- To advise on constitutional requirements
- To advise on board procedures
- To advise on statutory guidance and policies
- To advise on annual tasks and decisions
- To advise on governor/trustee CPD
- To access external advice as appropriate
- To support issue resolution

MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To always maintain confidentiality in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Academy, appreciate, and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the CEO, without changing their general character or the level of responsibility entailed.