



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	GOVERNANCE PROFESSIONAL
JOB PURPOSE	To provide administrative support to governance committees, managing information and correspondence effectively and in accordance with legal requirements and Trust procedures
GRADE:	Grade E
RESPONSIBLE TO:	Headteacher/Chief Finance Officer

MAIN DUTIES AND RESPONSIBILITIES

- To provide advice and support to the local governing boards, ensuring governance compliance and updating of statutory documents
- To provide a comprehensive clerking service to the local governing boards in respect of meetings, hearing and appeals
- Effective administration of meetings
- With the chair and headteacher, prepare a focused agenda for the governing board meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association; coordination of room bookings for each meeting and or setting up of Teams meeting as appropriate
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing board), the headteacher
- Circulate the reviewed draft to all governors/ members of the committee, the headteacher (if not a governor) and other relevant board, such as the local authority/diocese/foundation/trust as agreed by the governing board and within the timescale agreed with the governing board
- Follow-up any agreed action points with those responsible and inform the chair of progress.
- Ensure that statutory policies are in place, and that staff revise these when necessary

- Advise on the annual calendar of governing board meetings and tasks
- Overseeing the election of governors
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- Contribute to the induction of governors
- Maintaining membership records including contact details of governors, terms of office and informing any relevant authorities of changes to membership details
- Advising governors and appointing bodies in advance of the expiry of a governors term of office and the impact of this on the local governing board's capacity, diversity and skills mix
- Keeping up to date with current educational developments and legislation affecting school governance



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General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
GCSE English, grade 4 or above	Y	
Willingness to attend further training and development opportunities	Y	
Knowledge and Experience		
Experience of working in an administrative capacity	Y	
Experience of maintaining and manipulating computerised and/or hard copy data/information	Y	
Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes		Y
Experience of writing agendas, reports and policies	Y	
Experience of producing accurate and effective minutes	Y	
Experience of servicing meetings	Y	
Awareness of data protection legislation to handle information securely in a confidential and impartial manner	Y	
Previous experience of working in a school environment		Y
Knowledge of education legislation, guidance and legal requirements	Y	
Knowledge of the respective roles and responsibilities of the chair of governors, governing body, headteacher and the responsibility of the Governing Body/Trustees of Academy Schools		Y
Skills		
Ability to organise complex material and to understand and assimilate new information	Y	
Ability to take accurate minutes and maintain efficient record keeping systems	Y	
Communication, literacy and IT skills	Y	
Ability and willingness to work individually using own initiative	Y	
Ability to organise time and work to deadlines	Y	
Ability to work in an organised and methodical manner	Y	
Ability to develop and maintain contacts with outside agencies	Y	
Professional Characteristics		
Ability to demonstrate and maintain integrity, impartiality and confidentiality	Y	
Ability to work as a team member	Y	
Flexibility with working hours including evening meetings	Y	
Ability to demonstrate commitment to equal opportunities	Y	

Signed: _____ Date: _____

Print name: _____