|  |
| --- |
| **JOB DESCRIPTION** |
| **THE PARTNERSHIP TRUST** |
| **NAME:**  |
| **POST TITLE:**  Trust Local Governance Professional | **GRADE:** BANES Grade 5 |
| **RESPONSIBLE TO:** Trust Governance Manager |
| **DATE:**  |

## JOB PURPOSE

To provide professional clerking and administrative services, guidance and support to Local Governing Bodies (LGBs), working effectively with Chairs, Heads and Governors, alongside the Trust Governance Manager, to ensure that they fulfil their roles and responsibilities in relation to the Trust’s overarching governance arrangements.

## MAIN DUTIES AND RESPONSIBILITIES

(a) Provision of professional clerking services to Local Governing Bodies

## Provide advice to the Local Governing Body on its role and responsibilities and annual tasks in line with the Trust’s governance documentation, DfE guidance and good practice.

* Provide administrative support to the Local Governing Body to include maintaining membership records, registers of business interests, training and attendance records.
* Provide professional clerking service to the LGB, including convening meetings, preparing and circulating agendas; attending meetings, preparing and circulating minutes.
* Support the LGB and Trust in the recruitment of new Governors and contribute to the induction of new governors.
* Ensure that the school’s GIAS and website are maintained in relation to Governance.
* Maintain Governance files.
* Support LGB with miscellaneous correspondence.

(b) Provision of governance support to the Trust Professional Services Team

* To assist the Governance Manager in maintaining a database of names, addresses and category of LGB members and to ensure the Governance Manager is notified of any changes.
* To assist the Governance Manager in the recruitment and induction of new Governors and Trustees.
* To assist the Governance Manager in maintaining the register of pecuniary interests and declarations under the Trust’s Governance Code of Conduct, and review these annually.
* To assist the Governance Manager in developing the annual calendar of meeting dates and the cycle of agenda items.
* Provide clerking support for other committees and/or panels as required, either as cover for colleagues or on a substantive basis.

The postholder may also be required to take on the following tasks;

* Governance support and clerking of Trust Board meetings.
* Convening and clerking panels for schools, including supporting the school(s) with the administration arrangements for these as requested.
* Administrative and general support for the Governance Manager, Policy and Compliance and in support of project teams and cross-trust collaboration groups.
1. **OTHER DUTIES**

To undertake other appropriate duties at the request of the CEO and in the absence of the Governance Manager deal with day to day problems as they arise, reporting situations to other members of staff as appropriate.

The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect. Be familiar with and adhere to the Child Protection procedures adopted within Trust schools and report to the Head or Deputy Head any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect.

To ensure the health, safety and welfare of all employees.

1. **GENERAL**

The post-holder must carry out his or her duties with full regard to the Trust’s Equal Opportunities Policy.

All duties and responsibilities must be carried out with due regard to the Trust’s Health and Safety Policy.

The post-holder will participate in the Trust’s performance management process as it is applied for all staff.

The post-holder should have knowledge of and compliance with relevant Trust policies and procedures.

## QUALIFICATIONS AND EXPERIENCE

**Essential**

A minimum of 5 GCSEs at Grade C or above, including Maths & English

Skilled with Microsoft Office

Experience of an administrative / secretarial role

A confident communicator with a professional manner

Ability to manage multiple priorities and work to tight deadlines

Ability to work flexibly across a number of schools

**Desirable**

Previous school/academy experience

Previous clerking experience