



Recruitment Pack

**Governance Professional
and Trustee Lead (Clerk)**



A place to thrive



Welcome,

Thank you for your interest in this role with Anthem Schools Trust.

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences and outcomes across the Trust. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Anthem is at an exciting point in its development as a Trust. We are not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth.

We are seeking a highly organised, pro-active and self-motivated individual with excellent communication skills to join our wonderful governance team, within the Anthem National Team. Our [website](#) provides further information about the innovate work our governance team do.

At Anthem we recognise that professional governance services have a vital role in creating great schools which provide a high-quality education for every student, every lesson, all the time. If you are seeking a flexible, collaborative role within a dynamic and forward-thinking organisation, then we are keen to hear from you.

If you would like to discuss the role further, please contact Pippa Truman Davies, Governance Manager, ptrumandavies@anthemtrust.uk. More information about how to apply can be found on page 2 of this pack.

Yours sincerely,

A handwritten signature in black ink, appearing to read "M. Ojja".

Mohsen Ojja
Chief Executive
Anthem Schools Trust



Trust information

Chief Executive: Mohsen Ojja
Address: Anthem Schools Trust
8-10 Grosvenor Gardens
Victoria
London SW1W 0DH
Telephone: 0118 902 1637
Email: enquiries@anthemtrust.uk
Website: www.anthemtrust.uk
Twitter/Xr: [@anthemtrust](https://twitter.com/anthemtrust)

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Recruitment timeline

Start date: ASAP
Closing date: 12th January 2025
Interview date: Week commencing 20th January 2025 (may be brought forward)

Applicants must submit their application through our recruitment system: [My NewTerm](#).

Although we do not accept CVs in place of the application, if you would like to provide advance notice of your intention to apply, please send your CV to HR@anthemtrust.uk in readiness of completing your application.

Please note we reserve the right to close the recruitment campaign earlier than this date subject to the volume of applications received. We therefore encourage candidates to submit applications as early as possible.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check, internet checks and satisfactory references.



Anthem – Who are we?

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Anthem started out in 2011 with just three schools, and now serves over 8,000 children and young people across the East Midlands, London and Thames Valley. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences, and outcomes across the Trust. Anthem schools are diverse and serve many different communities. They are all united by a shared ambition for children and young people, which is underpinned by a commitment to integrity, collaboration, and excellence. These shared values provide a frame of reference for how we relate to one another, and for what is common between our schools and our people. They are brought to life through schools' own identities and approaches, creating thriving local schools that meet their communities' needs.

Anthem people

Our National Team

The National Team is a dynamic multi-disciplinary group of professionals who deliver a wide range of services to support Anthem's core purpose of creating ambitious and successful schools in which every child thrives.

The National Team's skills and expertise are the driving force of Anthem's operational and administrative functions such as governance and compliance, HR, finance, IT and estates, thus ensuring excellence across our schools.

The Anthem Institute

At Anthem we know that people are our most valuable assets, and we are passionate about the professional development of every individual within the organisation. The Anthem Institute is a virtual school for all training and professional development for Anthem staff in every role.

We are committed to ensuring that all Anthem staff have access to quality and inclusive career development and training opportunities. The Anthem Institute holds the different pathways of development available to all staff: teachers and support, in schools and the National Team – because when our adults thrive, our children will thrive.

We have a strong performance management structure, aligning every individual's role and development to our organisational values of integrity, collaboration, and excellence. This performance management cycle is not just a one-off, but part of a regular, ongoing process of feedback, improvement, and support for all employees.

Anthem encourages all employees to take responsibility for improving and developing their own performance. This approach, combined with the robust Developing People Strategy, makes Anthem an organisation where every individual can thrive and strive for excellence in their role.



Rewards and benefits

Our rewards and benefits package includes:

- Membership of local government pension scheme, 21.6% employer contribution.
- Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health, and legal advice.
- Cycle to work scheme enabling employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.
- Access to Health Shield Health Cash Plan, an optional scheme to pay a weekly or monthly premium to claim money back on everyday health care needs such as dentistry, optical and physical needs.
- Excellent opportunities for continuous professional development and support to progress your career.

Job description: Governance Professional & Trustee Lead

Location	Homebased. Most work will be carried out flexibly and virtually, but some travel will be required to the Head Office in London and to our schools, mostly within the Thames Valley and Oxfordshire (travel expenses paid).
Contract term	Permanent
Full time/term time	Full time
Pay range	22-25: £32.654 - £35.235
Reporting to	Director of Governance (General Counsel)

Job purpose

At Anthem we have reimagined governance and have an innovative next-gen governance strategy specifically designed to support every student, every lesson, all the time. The role involves working flexibly and proactively with other governance team members to support each other and our schools.

As a Governance Professional you will work across the Trust's governance community as governance professional (clerk) to several of Anthem's Community Councils (ACCs, formerly Local Governing Bodies - LGBs) based in the Thames Valley and Oxfordshire area. You will also take a lead within the team on supporting our trustees and members as clerk to our trustees and members and with governance compliance.

Your role will be mostly working from home with some travel to the Head Office for Trustee meetings and some travel to our schools in the Thames Valley and Oxfordshire area (travelling expenses covered). Please note that some termly ACC meetings are scheduled after school, outside of normal working hours to accommodate our governance volunteers.

Your key responsibilities will include:

Supporting ACCs

- Arranging and attending termly ACC meetings. This will include supporting ACC Chairs with agenda setting and arranging the relevant logistics and IT, as well as coordinating and disseminating all Collaborative Review Day (CRD) reports, Champion Reports and other relevant documentation. This will also include capturing and recording all Champion rag ratings and actions on our ACC Dashboard and Support & Challenge Log. You will need to work with ACC Chairs to follow up on actions between meetings and collaborating with other schools and the National Team.
- Building positive relationships with your ACC Chairs, ACC members and Headteachers for effective governance and to support our students.
- Supporting our Timi Champions (our student representatives on all ACCs) and Timi Champion Supporters to be able to contribute to the ACC fully and helping ensure their voices are heard across the Trust.

- Overseeing ACC recruitment and onboarding of new ACC members for your schools, including required induction, training and compliance. Supporting your ACC Chairs with succession planning and ensuring all Champion roles are filled.
- Working as part of the Governance team to support in creating and updating Anthem local governance templates, systems and processes for use across Anthem where identified.
- Understanding and supporting fully Anthems Governance Strategy and supporting ACCMs in their roles, using the wider Governance Team for support and guidance.
- Fulfilling other reasonable duties as directed by Anthem National Team, ACC Chair or Headteacher.

Supporting Governor Disciplinary Committees (GDCs)

- Organising Governors Disciplinary Committees (GDC) to review suspensions and exclusions as required for your schools (helping the team across other schools as required), including sending out all required information to all parties in line with statutory guidance and Trust guidance.
- Attending GDCs in person or virtually to take minutes. Supporting the Chair of the GDC to produce an outcome letter based on Trust templates and with the support of the Trust, circulating this to all parties without delay.
- Reviewing GDC packs and supporting schools to ensure these packs are robust.

Trustee lead and governance compliance

- Coordinate the cycle of Member and Trustee (and their committees) meetings and sending calendar invitations. Preparing thoroughly for meetings, including organising and uploading all required papers and coordinating outstanding action points.
- Producing, collating, circulating and then uploading the agenda and papers onto GovernorHub for all member and Trustee meetings.
- Supporting Trustees/Members on procedural matters where necessary before and after meetings.
- Taking the minutes for Trustee and Member meetings and sharing the drafts with the chairs for amendment/approval. Ensuring all approved minutes are signed by the Chair and chairs of committees and the originals are kept on file.
- Overseeing Member and Trustees recruitment as required, advising on appointment procedures and terms of office timeframes, and maintain statutory registers.
- Recording any changes to appointments on GIAS and Companies House.
- Assisting the People Team with safer recruitment checks for all new Trustee and Member appointments.
- Ensuring the Members' and Trustees' statutory information register is published on the Anthem website. Ensure all necessary governance information is saved and filed clearly and published on the Anthem website as necessary
- Coordinating Trustees' skills and diversity audit overview to support new appointments.
- Work with the People Team to establish and implement an ongoing training programme.
- Coordinate regular school visits for Trustees in line with the agreed cycle.

- Develop then oversee a Trust-wide induction process for new Trustees and Members and ensure they have access to GovernorHub and any other appropriate documents.
- Oversee the collation and publication of the annual register of business and pecuniary interests and attendance to meetings.
- Support the Director of Governance to ensure the Trust acts in line with the Articles of Association, Governance Framework and Scheme of Delegation and in line with (DfE) guidance, in particular the Governance Handbook. Support with all governance compliance as needed.

Continuous professional development

- Keep up to date with current educational developments and legislation affecting school governance, circulating this as necessary. We have access to GovernorHub and the Key and are members of Trust Governance Professionals and Confederation of Schools Trust.
- Undertake regular Trust safeguarding, data protection, complaints and exclusions training, as well as other relevant training offered by the Trust.

The role will also involve working closely and flexibly with the governance team to provide proactive and efficient support to all stakeholders in line with the governance strategy, supporting with any further governance actions as needed to continuously improve our support, systems and processes.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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

Person specification: Governance Professional & Trustee Lead

Qualifications and training	Essential	Desirable
<i>Evidenced through: Application</i>		
GCSE level qualifications to include Maths, English and ICT based qualifications (preferable) or, Office Administrative qualification to NVQ 4 or equivalent.	✓	
Proficient in the use of Microsoft Office applications – Word, Excel, PowerPoint etc.	✓	
Accurate and methodical in approach.	✓	
Good communicator, written and verbally, with high levels of accuracy, and an attention to detail.	✓	
Excellent IT skills	✓	

Experience/employment record	Essential	Desirable
<i>Evidenced through: Application/interview/references</i>		
Experience in an office /school environment.	✓	
A strong knowledge of school governance systems and experience within a school governance position.	✓	
Experience of developing and maintaining administrative procedures, such as record keeping, minuting etc.	✓	
Experience of working independently and as part of a team and able to demonstrate the ability to build effective working relationships.	✓	
The following skills would be preferable or a willingness to learn: <ul style="list-style-type: none"> • Safeguarding and child protection • School compliance • Data protection 		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to build positive relationships and converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Integrity and sound judgement , demonstrating high levels of confidentiality	✓	
Sympathetic to the moral purpose and vision of Anthem, as well as our core values	✓	
Proactive with capacity for and commitment to own personal development and the development of our governance processes	✓	
Tact and diplomacy skills.	✓	
Ability to understand safeguarding requirements and conform to these	✓	
The ability to manage own workload with excellent organisation and good time management skills	✓	
Excellent problem-solving skills , with flexibility in relation to problem solving and duties and the willingness to learn.	✓	
The ability to follow processes and procedures accurately	✓	
Excellent attention to detail and ability to follow through and finish tasks	✓	