



Job Description

Job Title: MLT Governance Professional

Location: The Compton School, N12 0QG. Some travel to MLT schools is required.

Hours of work: FTE 0.6 (equivalent to three days per week)

Line Manager: Chief Compliance Officer

Purpose of the role:

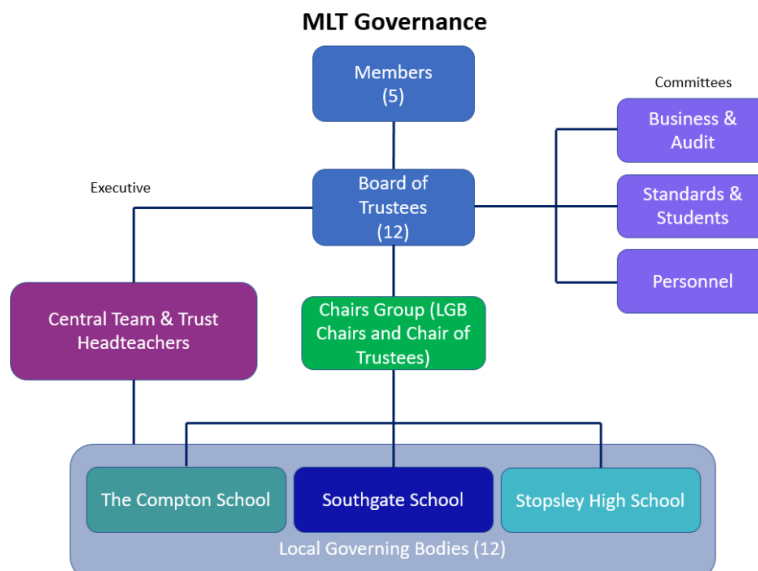
Middlesex Learning Trust (MLT) is a multi-academy trust with three secondary schools in Barnet, Enfield and Luton. Effective Governance provides strategic direction and controls to Multi-Academy Trusts and schools. It creates robust accountability, oversight and assurance for their educational and financial performance and is ambitious for all children and young people to achieve the very best outcomes.

As a Governance Professional you will provide efficient advice, administrative and professional clerking support to the MLT Trust Board, its committees and MLT Members at their AGM to ensure that all of their statutory duties are met. You will plan, prepare and organise meetings and hearings ensuring Trustees and Local Governors receive the information they need in a timely manner to allow the board to make effective use of their time and focus on strategic matters.

You will be able to work under your own initiative, manage deadlines and be responsible for maintaining comprehensive records, including meeting minutes and reports, membership, attendance and training records in accordance with data protection, freedom of information and governance regulations with the ability to remain impartial and respect confidentiality at all times.

You will establish strong working relationships with the Chair of the Trust Board

The Trust's Governance Structure is as follows:



The governance team

Central governance at MLT will comprise of the Chief Compliance Officer who leads on Governance for the Trust, the Trust Governance Professional and clerks for each LGB.

The role

We are looking for someone with enthusiasm and demonstrable skills in relationship management, along with relevant general experience in education governance.

Main Duties:

Advice and guidance

- Advise the Members, Trust Board, Committees and LGBs on governance legislation matters in conjunction with the Chief Compliance Officer
- Act as the first point of contact for members, trustees and local governors on procedural matters

Administration and compliance

- Monitor trustee and local governor terms of office
- Maintain a register of trustee and local governor pecuniary interests, ensure it is reviewed and regularly updated
- Maintain trustee and governor attendance records
- Maintain up-to-date records of names, addresses and roles of Trustees and Local Governors
- Ensure Board and LGB membership, register of pecuniary interests, meeting attendance, and statutory policies are published on the Trust and school websites
- Ensure that Disclosure and Barring (DBS) and Section 128 checks have been carried out on Members, Trustees and Local Governors
- Maintain a record of training undertaken by all trustees and local governors and ensure all have completed annual safeguarding and Prevent training
- Effectively maintain Governor Hub ensuring that all training records, confirmations and declarations are up to date.
- Monitor school and Trust compliance in keeping GIAS records up to date
- Conduct annual skills audits and Trust Board Self-Evaluations. Support the smooth running of External Governance Reviews
- Coordinating recruitment efforts where there are vacancies and support with the election of parent and staff local governors.
- Leading/supporting the induction process and documentation for Members, Trustees and Local Governors
- Ensuring that the Governance Calendar is scheduled a year in advance, including working with the Chief Compliance Officer to produce agenda planners for each tier of governance
- Overseeing training for resolutions panels (e.g. for exclusions and complaints) and supporting clerks to appoint panel members.

Governance meetings

- Oversee the smooth running of the termly Chairs Group, including agenda setting and minute taking
- Work with the Trust Executive Team and Headteachers to prepare focused agendas for Board, Committee and LGB meetings in line with MLT's annual agenda planner.
- Liaise with those preparing papers to make sure they are available on time
- Prepare high quality minutes of Trust Board and Committee meetings and quality assure the minute taking of the LGB clerks. Circulate draft minutes within the timescale set by MLT
- Ensure that confidential items are minuted appropriately and that minutes reflect this

- Follow up any agreed action points with those responsible and inform the Chair of progress
- Ensure that meetings operate in line with the MLT Terms of Reference and Scheme of Delegation and are quorate
- Provide cover for school clerks when required
- Work with the executive team to organise and attend the annual MLT Governance Conference

Our values

The key purpose of MLT is to deliver the best possible education for our students, to enable them to maximise their achievements, academically, socially and emotionally ready to take their place in society as positive and successful adults.

Safeguarding

MLT and all of our schools are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At MLT, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification: Trust Governance Professional

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Educated to A Level or equivalent qualification with a high level of literacy and numeracy 	<ul style="list-style-type: none"> • Graduate
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Solid understanding of the purpose, value and principles of governance • Experience of recruiting volunteers • Track-record in relationship-building and communication • Complete a Clerks Development programme within 18 months of taking up the post • Excellent computer skills, including Microsoft Word, Excel, PowerPoint and Office 365 	<ul style="list-style-type: none"> • Experience of working in a multi-academy trust or another regulated sector and/or charitable trust • Experience of working in large multi-entity organisations • Experience using Governor Hub
Skills	Line management responsibilities	<ul style="list-style-type: none"> • Effective communication skills • Ability to hold team to account 	<ul style="list-style-type: none"> • Not applicable
	Forward and strategic planning	<ul style="list-style-type: none"> • Scheduling skills • Pro-actively anticipating problems and identifying solutions 	<ul style="list-style-type: none"> • Not applicable
	Budget	<ul style="list-style-type: none"> • Not essential 	<ul style="list-style-type: none"> • Not applicable
	Abilities	<ul style="list-style-type: none"> • Excellent written communication skills, including considerate use of email and a meticulous attention to detail 	<ul style="list-style-type: none"> • Permission-based document management • Creation and management of online surveys
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Emotionally intelligent • Energised by interactions with people • Calm and patient • Articulate • Well-organised • Collaborative • Flexible approach to work – willing and able to flex working hours to attend routine 	<ul style="list-style-type: none"> • Not applicable

		<p>governance meetings and Trust-wide events that will fall outside normal working hours</p> <ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our Trust values • Proactive approach to training and development 	<ul style="list-style-type: none"> • Not applicable
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	<ul style="list-style-type: none"> • Not applicable