



Job Description

Post title: Governance Officer (Part time)

Grade: Band 6

Reports to: Director of Governance

Job Purpose

Be responsible for overseeing all aspects of Local Governing Body (LGB) effectiveness and compliance, ensuring governance adheres to good practice and meets all statutory and regulatory requirements by:

- Supporting the efficient and effective operation of LGB's;
- Ensuring LGB's carry out their functions; and
- Supporting development of the Trust's governance framework, its systems, processes, and structures

Main Duties and Responsibilities

Provision of full clerking support to a cohort of LGB's including, but not limited to:

- Effective organisation and administration of LGB meetings.
- Preparing focused agendas that are inclusive and well-structured through liaison with Headteacher's and Chair's.
- Acting as clerk for ad hoc hearing panels where required, such as admissions, complaints or permanent exclusions.
- Providing advice and guidance to ensure that LGB's works in compliance with the appropriate legal and regulatory framework as stipulated in the Trust's Articles of Association, the Academy Trust Handbook, and in accordance with Trust Board's Scheme of Delegation.
- Providing advice on procedural matters relating to delegated powers and responsibilities.
- Overseeing LGB membership and structures and ensuring LGB's are properly constituted and information is up to date on Get Information About Schools (GIAS) and GovernorHub, the Trust's governance portal.

- Supporting LGBs to deliver high standards of challenge and support.
- Providing advice on Trust and local policies and procedures.
- Supporting the process of evaluating and developing the quality of LGB governance.
- Being a point of contact for queries relating to LGB's.
- Managing statutory information, governance documentation and LGB records.
- Supporting schools to ensure their websites are compliant in relation to governance, meeting Ofsted, DfE and ESFA requirements and providing advice as required.
- Supporting LGB recruitment as required; organising parent and staff elections and ballots and associated administration.
- Carrying out an induction process for all new governors.
- Working collaboratively with other key Trust functions including the Executive Team.
- Working closely with LGB Chairs to ensure strong links between the Trust Board and LGB's.
- Developing effective and strong relationships with Headteacher's, LGB Chairs and Governors.
- Ensuring a high standard of LGB impact, effectiveness, and challenge, through effective monitoring of local governance arrangements.
- Supporting regular evaluation of the quality of governance, including skills audits
- Encouraging active involvement of LGB's in training.
- Supporting the development of Governance briefings and training.
- Supporting LGB's to ensure appropriate preparation for inspection.
- Maintaining the highest professional standards of conduct and ethics.
- Deputising in the absence of the Director of Governance at any Trust meetings, as required.

- Being committed to your own professional development through assessing practice, skills, and knowledge. Identifying development needs including liaising with relevant professional organisations and networks, undertaking regular training and keeping abreast of policy developments affecting academy trust governance.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by NCEA Trust; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.
- The post holder will be required work across all sites within NCEA Trust as appropriate to undertake the role and must be able to meet the travel requirements of the post.
- To work flexibly outside normal core hours.
- Maintain high quality working relationships with staff that contribute to creating a productive working environment.
- Respect confidentiality at all times.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

May 2023

Person Specification

| Factors | Essential | | Desirable | |
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| Qualifications & Training | E1 | Degree, or Further or Higher Education Certificate or Diploma or relevant experience | D1 | ICSA Certificate in Academy Governance or Nationally recognised clerks' qualification (Level 3) or willingness to work towards within 12 months |
| Experience | E2 | Organising meetings, drafting agendas and accurate minute taking | D2 | Governance clerking including organising meetings, drafting agendas and accurate minute taking |
| | | | D3 | Working in an educational establishment |
| | | | D4 | Dealing with stakeholders |
| Skills | E3 | Excellent standard of literacy skills | D5 | Working knowledge of and interest in current issues in education, relevant policies and procedures and awareness of relevant legislation (e.g. relevant company and charity law, school governance, freedom of information) |
| | E4 | Excellent organisational skills | | |
| | E5 | Excellent communication skills both written and oral | | |
| | E6 | Ability to proficiently use a computer and Google software including Mail, Documents and Meet. Have a good working knowledge of Microsoft Word, Excel and PowerPoint. | D6 | |
| | E7 | Ability to provide and seek relevant advice | | |

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| Personal Attributes | E8 | Ability to build and form good relationships with Governors, senior management, and colleagues at all levels | | |
| | E9 | Boundless energy and enthusiasm | | |
| | E10 | Able to work flexibly to meet deadlines and respond to unplanned situations | | |
| | E11 | Discretion and confidentiality when dealing with sensitive matters; adherence to data protection regulations | | |
| | E12 | Ability to attend evening meetings as required and work outside of core hours | | |
| | E13 | Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow Trust safeguarding policies and to the Trust's ethos, aims and its whole community | | |
| | E14 | Ability to travel and work across all sites within the Trust | | |
| | E15 | Willing to undertake training and commitment to continuing professional development | | |
| | E16 | Ability to work successfully as part of a team and prioritise own work with minimum supervision | | |
| | E17 | Ability to work under pressure to tight deadlines | | |
| E18 | Commitment to equality of opportunity | | | |

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| Special Requirements | E19 | A commitment to safeguard the welfare of children | | |
| | E20 | Compliance with data protection principles | | |
| | E21 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies | | |
| | E22 | Compliance with health and safety policies, rules and regulations | | |
| | E23 | To uphold the Christian ethos of our schools | | |

May, 2023