

**COMMUNICATION AND GOVERNANCE OFFICER**

**APPLICATION PACK**

**Infinity Academy Trust Vision Statement**

Ready to Learn; Prepared to flourish

Our children need and deserve to experience the highest quality learning environment within our schools, so they can develop the skills and knowledge to thrive, both academically and socially, and be prepared for a future full of opportunity. We will strive every day to ensure our children know they are valued, understood and supported to share their hopes and aspirations and to provide a well-rounded education that celebrates success. The future our children are going into is increasingly uncertain, and we need to enable them to become adaptable, resilient, confident, tolerant and highly literate individuals both for their lives today and tomorrow.

However, we don't wish to do this in isolation; instead we will work not just within our trust, but with local schools and the community, and more broadly across the region and system, so that we can learn from each other, harness best practice, access the latest research, and secure the expertise of those beyond the school system who share our moral purpose for children.

We want our children to flourish across their lives.

Chief Executive Officer: Gavin Booth

www.infinityacademies.co.uk

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Dear Applicant,

Thank you for taking an interest in the position of Communication and Governance Officer within Infinity Academies Trust. I would like to send you a warm welcome on behalf of all staff, children and governors.

**Background**

Infinity Academies Trust is a growing Multi-Academy Trust currently consisting of seven schools. It is a Church of England MAT and provides a home for both Church schools and Community schools. As the Trust has grown as has its central team. The Central Team currently consists of a CEO, Education Director, Operations Director, Finance & HR Director, Teaching & Learning Lead and Administrator. We believe that we offer very effective support to our schools and as our Trust grows we want to ensure we are able to maintain these high standards and continue to add value in all we do.

**Role**

We are looking to appoint an enthusiastic, organised and self-motivated person to lead on Governance across our Trust. The role will involve supporting the Executive Team, Local Governors and Trustees and acting as the Trust’s Governance professional. The successful candidate will become the main point of contact for the coordination and organisation of meetings, training and events as well as ensuring effective induction for new Governance volunteers.

The successful candidate will also be a crucial part of the Trust’s communication strategy through the promotion of the Trust’s work and the sharing of information with key stakeholders.

We encourage you to telephone me on 01205 345101 to discuss the role further.

We look forward to receiving an application form from you.

Yours sincerely



Gavin Booth

CEO

**How to apply for the post of Communication & Governance Officer**

* Please complete the application form within this pack
* Please ensure that your personal statement provides information detailing your experience, skills and knowledge in regard to the criteria found in the person specification
* If shortlisted for interview, you will be telephoned initially and given further details about the time of interview and the interview process.

Please return your completed application form to Jackie Hawkesworth, Finance & HR Director

By email: jackie.hawkesworth@infinityacademies.co.uk

We advise that you request a confirmation email. If you don’t receive this email please telephone us to confirm receipt of your application.

**Closing Date: Friday 4th February 2022**

**Interview Date: Thursday 10th February 2022**

**Job Description**: Communication and Governance Officer

**Salary Scale:** G8.21 – G8.24

**Actual Salary:** £24,415 - £27,448

**Purpose**

To support the Executive Team, providing support advice for Governance and Communications.

|  |
| --- |
| **Key Accountabilities**  The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised. |
| **Organisational management** |
| * Working with the OD and Trustees to develop a strategic vision for effective Governance and Communication across the Trust. * To track and monitor the agreed actions of the Trust Development Plan. * Establish Governance reporting to ensure that the Executive Team effectively lead Governance for the Trust. * Supporting the OD in translating our strategic vision into agreed objectives and operational plans for the Trust * Be recognised as the Governance professional within Infinity Academies Trust * Establish the annual meeting calendars across the Trust for all ADC/IEC Groups * Review, prepare and circulate policies and maintain cycle for review on Every * Provide guidance on governance matters across the Trust * Ensure the Trust website is up to date with Board and Local Governance/Pecuniary Interests are maintained |
| **Operational standards and outcomes** |
| * Provide quality assurance for each ADC/IEC Clerk and develop the team to support the committees. * Provide quality assurance of the processes and publication including the functional designations, attendance and business interests are maintained and updated accordingly. * Develop a way to quality assure the recording of good governance. * Support the Executive Team and Trustees in holding Chair of ADC’s to account including managing the agenda and minutes of all Chairs of meetings including the set up of Team Meetings. * To organise Trust Board meetings and the AGM. This will include scheduling meetings, preparing agenda, collating papers and ensuring their timely distribution, attending meetings, preparing minutes and follow-up action plans * To manage the process for appointments and elections of Trust Board members * Advise the Board on its core functions, procedural matters, statutory guidance, and best practice in governance * Know where to access appropriate legal advice and support (Charity and Company), and where necessary seek advice and guidance from third parties on behalf of the Board, including changes to Trustee responsibilities as a result of changes in the relevant legislation * Ensure that the Board and each Sub-Committee is properly constituted with appropriate terms of reference. * Send new Trustees induction materials and ensure they have access to appropriate documents, including the Code of Conduct, and training where required * Ensure that Trust wide policies and other statutory information are in place (and published on the Infinity website where necessary), and subject to an appropriate Board review process * To deputise for any absent clerks to ensure minutes are taken for relevant meetings. * To support academies with Governance during an Ofsted inspection. |
| **Stakeholder relations** |
| * Work effectively across a range of external stakeholders * Advise the Board on best practice in relation to its scheme of delegation for governance * Advise the board on the regulatory framework for Governance ((Articles of Association, Funding Agreement, Academies Financial Handbook, and Governance Handbook) and ensure the required filings and returns are made. |
| **Communication** |
| * Ensure that the internal and external communications strategy is appropriately followed * Communicate effectively with academy leaders, teachers, pupils, parents and governors. * Represent Infinity Academies Trust effectively to key external partners. * Confidently use a number of communication tools to share the work and key messages of the Trust. |
| **Confidentiality** |
| * Ensure that confidentiality is maintained in line with agreed policies and protocols. |
| **Safeguarding** |
| * Comply with Trust policies and procedures on safeguarding and child protection. |
| **Equality and Equity** |
| * Ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens. * Actively challenge and address discrimination. * Ensure a continual focus on equity as measured by pupil outcomes. |
| **Beliefs, attributes and personal attributes** |
| * Provide support to the CEO and OD and Chair of Trustees * Relentless focus on high quality. * Resilient and persistent in goals, but adaptable to context and people. * Willing to develop a deep understanding of people, strategy, function and facilitate within context. * Willing to take risks and challenge accepted beliefs and behaviours. * Self-aware and able to learn. * Optimistic and enthusiastic. * Values diversity and equality. * Flexible. |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Attributes** | **(E)ssential**  **Or (D)esirable** | |
| **Education & Qualifications** | Educated to foundation degree level and/or equivalent knowledge and experience in an educational area | | E |
| **Specialist Knowledge & Skills** | Knowledge of Governance and Clerking  Sound knowledge and understanding of Data Protection, Safeguarding and confidentiality issues  Innovative skills for assisting in developing, planning and managing the support function within the academies  Extensive knowledge of MS Office | | E  E  E |
| **Interpersonal & Communication Skills** | Excellent written and verbal communication skills. Ability to liaise with external bodies; and to assist with sensitive issues such as complaints.  Establish and maintain effective and constructive relationships and provide a range of detailed information, advice and guidance to colleagues and service users within defined guidelines to ensure the appropriate level of service is provided | | E  E |
| **Relevant Experience** | Significant experience in a Governance role with a clear understanding of the need for confidentiality.  Excellent organisational and time management skills, schedule and plan meetings and appointments across the Trust, competent in meeting tight deadlines and working with a high degree of attention to detail and discretion  Resolve specific admin related malfunctions and respond to requests or issues as well as incorporating new and effective ways to achieve better results  Experience of working in a multi -site organisation  Experience of working with a Multi Academy Trust (MAT) | | E  E  E  D  D |
| **Additional Requirements** | Standard keyboard skills and use of electronic devices to produce and manipulate documents | | D |

**CONFIDENTIAL**

**APPLICATION FORM FOR APPOINTMENT TO A POST WITHIN**

**THE INFINITY ACADEMIES TRUST**

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Please complete clearly in black ink or typescript and return to the address stated in the application pack. We are unable to accept a CV for a position with our Trust and advise that you must complete the application form in full to be considered for the position for which you are applying.

**For non-teaching posts, you can disregard the shaded boxes.**

**POST DETAILS**

|  |
| --- |
| Post applied for: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY) |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number: |
| Home phone number: |
| Work phone number: |
| Email: | |
| If applicable, please give the date when your continuous service in education commenced (month / year). | |

**REFEREES**

We require full contact details for a minimum of **two** referees. One referee must be your **current or last employer.** If you have never had an employer, one referee must be a senior staff member form your last place of study. If your current or last employment was within a school, one referee must be **the Headteacher.** A referee must not be a relative or partner and one referee should be able to refer to your most recent work with children.

**Please note that references will be requested after shortlisting and before interview. We may request additional references.**

**Referee 1 – Current or Most Recent Employer**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**Referee 2**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please list your qualifications in chronological order. Original certificates will need to be presented at interview. Please continue on a separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School; | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please detail in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please detail reasons for gaps in your employment after the age of 18 years e.g. raising a family, unpaid voluntary work, time travelling.

|  |  |  |
| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
|  |  |  |

**PERSONAL STATEMENT**

Please detail how your experience, skills and knowledge meet the criteria in the person specification for the post for which you are applying.

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| --- |
|  |

**RIGHT TO WORK IN THE UK**

Successful candidates will be required to produce original documentation that proves their right to work in the UK.

Do you have the right to work in the UK? **YES / NO** (Delete as applicable)

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff, Trustees or Members of Infinity Academies Trust?

**YES / NO** (Delete as applicable)

*A candidate who fails to disclose their relationship to a Senior Staff Member, Trustee or Member of Infinity Academies Trust, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

|  |
| --- |
| If yes, please names and positions of the relevant people: |

Do you have any outside private business interests that may conflict with those of Infinity Academies Trust’s business?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please describe your private interest: |

|  |
| --- |
| **RETIRED TEACHERS**  Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment within Infinity Academies Trust. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the Trust considers it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not ‘protected’ to declare?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: |

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

**YES / NO** (Delete as applicable)

If yes, you must obtain a Statement of Good Conduct (SOGV) from the Embassy of that country.

**POSITIVE ABOUT DISABLED PEOPLE**

Infinity Academies Trust welcomes applications from disabled people. We ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person’s life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**DECLARATION**

* I certify that the information I have given on this form is true an accurate to the best of my knowledge.
* I have red or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
* I acknowledge that Infinity Academies Trust will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECRUITMENT MONITORING**

Infinity Academies Trust is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form, you will be supporting the Trust in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when shortlisting or making the appointment.**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: |  |

Infinity Academies Trust welcomes applications from disabled people. We ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment, which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person’s life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**Infinity Academies Trust**

**Recruitment Privacy Notice**

**About Us**

Infinity Academies Trust are known as the "Controllers" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

**Why do we collect your personal data?**

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

* Assessing your skills, qualifications and suitability for a role within the school
* Carrying out background and reference checks, where applicable
* Communicating with you about the recruitment process
* Maintaining records relating to the recruitment process
* To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

**What personal data do we collect?**

The personal data we will collect includes:

* Personal contact details such as name, address, telephone number and email address
* Date of Birth
* National Insurance Number
* Employment history
* Qualifications and other academic achievements
* Contact information for the provision of references
* Identification documents
* Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

* Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Information about your physical and mental health, including any medical conditions.
* Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

**Who do we get your personal data from?**

This information is collected in the following ways:

* Provided to us directly by you through the application form and at interview
* From your named referees

**Who do we share your data with?**

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

* Disclosure and Barring Service
* Occupational Health Provider
* Previous employers and other individuals identified as capable of giving a reference
* Professional advisors and consultants involved in the recruitment exercise

**How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are:

* For successful applicants, personnel files are retained for 7 years following the employee leaving the school
* For unsuccessful applicants, recruitment information is retained for 6 months from the advertised appointment start date

**How do we keep your data safe?**

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be obtained from the school office.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

**Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

**Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

* Data Protection Officer: Judy Carter, c/o Infinity Academies Trust

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner’s Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

Last updated May 2019