

Job Description

JOB TITLE:	Executive Support Professional (Governance and Compliance)
GRADE/SALARY:	Grade 11, SCP 36 - 39, £39,880 to £42,821 per annum (More may be paid for an exceptional candidate)
REPORTING TO:	Chief Executive Officer
BASE:	Trust Central Team

JOB PURPOSE

- Provide a high level of executive and personal support for the CEO.
- Be the designated Governance Professional for the Trust.
- Provide advice and guidance to the Chief Executive and Board of Trustees on key matters of regulatory and statutory importance.
- Ensure statutory compliance of policies, published information and statutory guidance/law.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Executive Support

- Provide a full and comprehensive range of personal assistant and secretarial duties to the CEO.
- Provide confidential and advisory support to the CEO and Executive Leadership Team.
- Organise Trust meetings that require the involvement of the CEO, organising agendas, taking minutes and following up/tracking agreed actions.
- Seek legal advice and clarification when required.
- Play a key role in supporting the Executive Leadership Team with the production of confidential reports, documentation and presentations.
- Receive, investigate and respond to complex correspondence, liaising with senior leaders and responding appropriately and with sensitivity.
- Draft reports and correspondence for the CEO as required.

Governance

- Act as the designated Governance Professional for the Trust.
- Liaise as required in the capacity of Governance Professional (Clerk to the Trust) with the DFE, Ofsted and EFSA.
- Review the Governance Scheme Delegation and ensure policies and procedures are reflected accurately.
- Ensure the governance framework, planned business and activities are compliant with The Governance Handbook and The Academies Trust Handbook.
- Review and manage the business process for the Trust Board and its committees through the development of a business and meeting cycle.
- Manage the practical arrangements for the meetings of the Trust Board and committees.
- Oversee the diarising of meetings of Members, Trust Board and its committees, calling meetings on proper written notice and distributing agendas, minutes and supporting papers.

- Maintain and report on the actions log for Trust Board and its committees.
- Manage and support Trustees with recruitment and induction activities ensuring appointments have been validly made.
- Maintain the Trusts statutory minutes making them available as requested for public inspection.
- Produce an annual report of the Audit and Risk Committee.
- Work closely with the Trust Board to ensure that all Trust business is actioned and completed.
- Be responsible for administering those procedures which have been approved by the Trust for making certain information available to the public in accordance with the principle of transparent and open accountability, including maintaining.
 - a Register of Members;
 - a Register of Members' Interests;
 - ensuring that the Registers and the current Articles of Association are made available for public inspection.
- Monitor and advise on terms of office and re-appointments of Trustees and SPRB members.
- To co-ordinate the CPD programme for Trustee and members of the School performance Review Boards (local governing bodies).
- Maintain and update the single central record for Trustees and SPRB members.
- Support the Clerk to SPRB in terms of the conduct of business and smooth operation of SPRB meetings.
- Ensure governance information is kept up to date on Trust and school websites, and external sources e.g. Get Information for Schools.
- Act as the main point of contact for all governance queries and requests.
- Provide an administrative service for Members of the Trust providing communication from the Trust Board to Members After each meeting of the Trust Board.
- Oversee risk management throughout the Trust.
- Prepare an annual risk management report including the evaluation of controls effectiveness.
- Manage and maintain the Trust's Strategic Risk Register in liaison with the Chief Finance Officer, Chief Executive Officer and the Trust Board.
- Support Headteachers to maintain operational risk registers and risk reporting to the Executive Team and School Performance Review Boards.

Compliance

- Report to Audit and Risk Committee on the compliance with statutory activities and law.
- Assist the Chair of Audit and Risk Committee to develop the internal audit 3-year plan.
- Maintain, monitor and report to Audit and Risk Committee on the progress of internal and external audit management actions.
- Lead on the implementation of GDPR across the Trust.
- To act as the first point of contact for GDPR queries liaising with the Trust's Data Protection Officer as required.
- Support colleagues when required with requests for information through subject access or Freedom of Information request.
- Provide information to Audit and Risk Committee on the operation of the Complaints Procedure liaising with Chairs of SPRB's as required.
- Maintain the Trusts policy register, coordinating and updating policies as required.
- Monitor compliance with key statutory policies and procedures.
- Produce reports for Audit and Risk Committee on compliance with statutory requirements.
- Support the process of self-evaluation and compliance activities.
- Work with the Chief Financial Officer and Director of Operations regarding internal audit as required,

ensuring that any recommendations are implemented.

- Support new schools joining the Trust to ensure that all Trust policies, procedures and practices are implemented to plan.

Responsibilities for people (line management)

- None

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required.
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of team.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post, and the grade has been established on this basis.

Person Specification

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
QUALIFICATIONS				
1.	A relevant degree or relevant professional qualification in business administration or governance.	D	✓	✓
2.	Educated to A-Level or equivalent with a grade C or equivalent in GCSE English and Mathematics.	E	✓	✓
3.	Willingness to complete further accreditations/qualifications appropriate to the post.	E	✓	✓
EXPERIENCE				
4.	Experience of providing a high quality professional support service including all aspects of supporting an executive leader/team.	E	✓	✓
5.	Experience of the development of policies and procedures.	E	✓	✓
6.	Experience of providing advice and support to key stakeholders on good practice regarding compliance measures.	E	✓	✓
7.	Experience of working with and supporting a senior team and/or board/committee providing high quality advice and guidance.	E	✓	✓
8.	Experience of working within a compliance framework.	E	✓	✓
9.	Evidence of developing agendas, recording taking and following up actions.	E	✓	✓
10.	Experience of working with legal advisers and providing concise updates to Trustees and the CEO on complex issues.	D	✓	✓
11.	Experience of interpreting data to include in reports for a variety of audiences including Trustees and the Executive Team.	D	✓	✓
12.	Experience of working work under pressure and to deadlines.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Knowledge of the Governance Framework and handbook for a multi-academy Trust.	E	✓	✓
14.	Knowledge of risk management policies and procedures and their application.	D	✓	✓
15.	Ability to build effective working relationships with colleagues at all levels.	E	✓	✓
16.	Understand of relevant legislation and regulatory requirements underpinning the education and academies sector.	D	✓	✓
17.	ICT literate with a working ability to use the Office 365 product suite.	E	✓	✓
18.	Ability to deliver a high quality administrative and clerking service to the Trust Board and its committees.	E	✓	✓

19.	Ability to interpret discussion and produce clear, concise records of the meeting.	E	✓	✓
20.	Ability to devise administrative systems which supports information retrieval and dissemination.	E	✓	✓
21.	High levels of integrity and confidentiality.	E	✓	✓
22.	Excellent accuracy, attention to detail and organisational skills.	E	✓	✓
23.	Flexible approach and a strong work ethic.	E	✓	✓
23.	Knowledge of GDPR/FOI legislation and the ability to ensure compliance across the organisation.	E	✓	✓
24.	Ability to work under pressure, with accuracy, unsupervised on own initiative.	E	✓	✓
PERSONAL QUALITIES				
25.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	E	✓	✓
26.	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	E	✓	✓
27.	Prioritisation, multi-tasking, time management and organisational skills providing the flexibility to deliver to demanding deadlines with minimal supervision.	E	✓	✓
28.	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	E	✓	✓
29.	Resilience and high personal standards.	E	✓	✓
30.	Adaptability to changing circumstances/new ideas.	E	✓	✓
32.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
33.	High expectations for self and others and a strong commitment to delivering the guiding principal of the Trust.	E	✓	✓
34.	Ability to maintain high levels of confidentiality.	E	✓	✓