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| **Post Title** | **Administration Assistant – Governance**  |
| **Scale** | NJC Grade 4 Scale 7 – 11, FTE £25,584 - £27,269 (Pro rata: £9,515 - £10,142) |
| **Hours** | 4 hours per day, 4 days per week (total 16 hours per week), term time only, with the option of remote working one day per week |
| **Responsible to** | Governance Lead / Company Secretary  |
| **Job Purpose and Role** | To provide efficient and professional administrative support to the Governance Lead and the wider governance function across Amethyst Academies Trust. This includes supporting the planning and delivery of Local Governing Body (LGB) and Trust Board meetings, ensuring compliance with governance policies and procedures, and upholding confidentiality and data protection at all times.  |

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| **Key Accountabilities*** Prepare and distribute agendas, documents, and correspondence for LGB meetings and other governance activities across the academic year.
* Support the maintenance of governance databases and document systems (e.g., Governorhub).
* Liaise with Headteachers and their PAs, Trustees, Chairs of LGBs, Governors, Clerks and other stakeholders to gather information and assist in coordinating meeting logistics.
* Provide general administrative support to the wider Central Team including document typing, proofreading, data entry, filing, photocopying, scanning, managing stationery/refreshments and room bookings.
* Occasionally attend meetings to take notes and record actions in line with agreed formats.
* Maintain secure and organised filing systems for governance records.
* Support the monitoring of compliance tasks, such as updating governor declarations, attendance logs, and statutory publication checks.
* Handle sensitive information in accordance with data protection legislation and Trust policies.

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| **Education** | **Essential** | **Desirable** |
| GCSE grade C+ in English or equivalent  | **x** |   |
| Ability to demonstrate a willingness to attend appropriate training and development  | **x** |   |
| **Experience** |  |  |
| Evidence of record keeping, information retrieval and dissemination of data/documentation to stakeholders  |  | **x** |
| Handling sensitive/confidential information securely  |  | **x** |
| Knowledge of Governing Board procedures  |  | **x** |
| Knowledge of educational legislation, guidance and legal requirements including respective roles and responsibilities of the Governing Board, Headteacher, DfE, GDPR etc  |  | **x** |
| Experience in a customer service role with administrative duties  |  | **x** |
| **Skills and Knowledge** |  |  |
| Excellent communication and interpersonal skills  | **x** |  |
| Excellent attention to detail and organisational skills  | **x** |  |
| Ability to work independently and in a team, self-motivated  | **x** |  |
| Ability to prioritise work  | **x** |  |
| Good ICT skills i.e., Microsoft packages  | **x** |  |
| **Personal Qualities and Attributes** |  |  |
| Person of integrity  | **x** |  |
| Ability to maintain confidentiality   | **x** |   |
| **Other**  |   |   |
| Prepared to travel across Schools within AAT, if required  | **x** |   |

**Safeguarding:**

Amethyst Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

### **Working at Amethyst Academies Trust:**

You will join a committed, values-led Trust that seeks to deliver excellent education through strong governance, leadership, and collaboration. All staff are expected to demonstrate behaviours that support our Trust values and contribute to the achievement of our strategic priorities.