

JOB DESCRIPTION

Governance Advisor

Job Title:	Governance Advisor – Part Time, 52 weeks per annum
Grade:	Level 6 / Scale Point 13-20
Hours:	22.5 hours per week
Location:	Hybrid flexible working role; homebased and SECAT House (with travel across all Trust sites as required)
Responsible to:	Governance Manager
Liaison With:	Chief Executive, Executive and Central Team, Headteachers, Academy Committees, School Staff, External Agencies and Suppliers

Role purpose

To provide administrative and organisational support to the Academy Committees at each school in the Trust and to the Governance Manager

Key duties

- Prepares for and administrates meetings, allowing the Academy Committees to make effective use of their time and focus on strategic matters.
- Support the effective running of meetings by:
 - working with the Governance Manager to prepare agendas and liaising with those preparing papers to make sure they are available on time
 - convening meetings and distributing papers via Microsoft Teams as required by legislation
 - recording attendance/apologies
 - taking effective and clear minutes indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the Academy Committee
 - circulating draft and approved minutes to all Academy Committee members, the headteacher and other relevant bodies within the timescale agreed
 - following up on agreed action points with those responsible and informing the chair of progress
- Organise panels for hearings such as complaints and exclusions
- Provide administration support to the Governance Manager
- Maintain Governance records including contact details of Academy Committee Representatives, terms of office and informing any relevant authorities of changes to membership details
- Collate, maintain, and ensure correct publication of information about Academy Committee members such as any pecuniary interests

- Maintain a record of training undertaken by Academy Committee members
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any Academy Committee members where it is appropriate to do so
- Oversee the review of required policies
- Publication of Academy Committee related information on school websites
- Monitor eligibility of Academy Committee members to serve, including on committees
- Notify disqualifications, expiry of office etc.
- Keep up to date with current educational developments and legislation
- Undertake appropriate and regular training and development
- Ensure that all Trust policies and procedures are followed.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Governance Manager and/or CEO to carry out appropriate duties within the context of the job, skills, and grade at any site within the Trust.

Person specification

	Essential	Desirable
Qualifications	• Demonstrable appropriate level of experience and evidence of continuing professional development relevant to the role.	
Experience	• Minute taking • Clerking	
Knowledge and Skills	• Literacy, numeracy, and IT • Written and verbal communication • Effective minute taking • Planning and organisational skills • People and relationship building • Advisory skills (recommending a course of action) • Risk aware/able to articulate risk in the context • Problem solving • Time management to meet deadlines and competing demands • Customer service/care approach to work and ability to build mutually beneficial relationships. • Awareness of the General Data Protection Regulations and associated regulations that may impact on data capture/storage. • Ability to respond positively to and actively support a wide range of stakeholders. • Ability to manage workload and prioritise tasks. • Attention to detail and accuracy.	• The school system: structures, accountability, and funding • governance legislation, procedures and regulations relevant to the organisation
Personal Qualities	• Commitment to high quality service delivery • Proactive approach to work: being responsive, empathetic, and supportive to all within the Trust • Flexible to enable an efficient and responsive service at all times • Hard working and enthusiastic, presenting a professional manner at all times • Self-motivated • Personal integrity and commitment to <u>the principles of public life</u> • Respect for confidentiality • Confidence and resilience (to challenge when necessary)	
Other	• Be able to travel between all school sites within the Trust (all within 1.6 miles of each other) • Committed to safeguarding and promoting the welfare of children, young people, and adults at risk. • Committed to Health and safety	• Driving licence and use of car

	• Committed to equal opportunities and inclusion • Committed to continued professional development • Compliance to Data Protection Act 2018 and GDPR principles/requirements • Understanding and commitment to safeguarding principals/requirements	
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This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.