

Job Description – please note this job description is subject to a final review and may be altered a little before the selection process. Candidates will be provided with an updated job description if it is changed through the process.

<b>School Name:</b>	Parkwoodhall Co-operative Academy, Swanley
<b>Job Title:</b>	Governance and Assurance Professional
<b>Reports To:</b>	The Principal
<b>Hours:</b>	<p>21.6 hours per week (equivalent to three days per week), to be worked flexibly as required across 41 weeks per year. Actual working times will vary from week to week due to demand and will be agreed in advance with The Principal.</p> <p>Approximately 0.56 Full Time Equivalent.</p> <p>Some hybrid working may be appropriate for this role.</p>
<b>Salary:</b>	<p>Assistant Principal Range so £57,693 to £63,576 FTE</p> <p>Approximately £32,308 to £35,602 for part-time hours</p>
<p>Parkwood Hall is a day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all ‘grow, learn and flourish.’</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student’s resilience and ability to make informed life choices.</p> <p>We are a Single Academy Trust, constituted as a Company Limited by Guarantee, which is an Exempt Charity.</p>	
<p><b>Job purpose:</b></p> <p>The Governance and Assurance Professional (GAP) at Parkwood Hall Co-operative Academy plays a critical role in ensuring the school operates in full compliance with statutory, regulatory, and governance requirements. This includes adherence to Company Law, Charity Law, the Company Articles, our Funding Agreement, the Academy Trust Handbook, the Academies Trust Governance Guide, health and safety regulations, data protection laws, and other legal frameworks governing relevant academies and special educational settings.</p> <p>In this assurance role, you will work closely with senior leaders, trustees, and external regulators to ensure policies and procedures are up to date, effectively implemented, and regularly reviewed. You will provide expert advice on compliance matters, conduct (or arrange for a contractor to conduct) internal audits, and support staff in understanding and meeting their responsibilities.</p>	

Their work is essential in maintaining a culture of transparency, accountability, risk management, and continuous improvement, safeguarding the school's integrity and reputation.

As the Governance and Assurance Professional, you will ensure the effective operation of the school's circular governance framework, supporting trustees in fulfilling their duties. You will facilitate board meetings, maintain accurate records including minutes, and provide guidance on governance best practices to ensure compliance with legal and regulatory expectations. Their role is integral to upholding strong governance structures that promote transparency, accountability, and strategic decision-making.

#### **Line Management:**

The post will be line managed by the Principal however close and effective partnership working will be required with all Trustees and members of the school's Senior Leadership Team (SLT).

- The **Governance and Assurance Professional** will maintain the school's compliance against all appropriate frameworks including but not limited to:
  - Ensure adherence to the Academy Trust Handbook, the Academies Trust Governance Guide, relevant legislation, and statutory requirements.
  - Develop, implement, and regularly review school policies to ensure compliance with legal and regulatory frameworks.
  - Monitor health and safety compliance in conjunction with the Estates Manager, conduct risk assessments (if appropriate), and support the implementation of best practices.
  - Act as the Data Protection Officer (DPO), ensuring compliance with data protection laws, overseeing data security, and managing subject access requests.
  - Ensure policies and procedures align with statutory safeguarding requirements and safer recruitment practices.
  - Conduct (or arrange a contractor to conduct) internal compliance audits, identify risks, and support mitigation strategies to maintain a safe and legally compliant environment.
  - Provide guidance and training to staff on compliance-related matters, including health and safety, GDPR, and safeguarding.
  - Ensure timely submission of reports to regulatory bodies, including the DfE, ICO, and HSE.
  - Oversee compliance with procurement policies and contractual agreements to ensure best value and adherence to legal requirements.
  - Support the implementation of whistleblowing procedures and ensure complaints are managed in line with statutory guidance.
- The **Governance and Assurance Professional** will contribute towards the efficient and effective functioning of a governing board and its committees by providing:
  - Administrative and organisational support guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance advice on procedural matters relating to the operation of the board

- Organising board and members' meetings and the AGM, hearings and appeals
- The Governance and Assurance Professional prepares for and administers meetings, allowing the board to make effective use of their time and focus on strategic matters. The Governance and Assurance Professional supports the effective running of meetings by:
  - Working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
  - Convening meetings and distributing papers as required by legislation, company articles and so on
  - Ensuring meetings are quorate, inclusive and well structured
  - Overseeing election of officers
  - Recording attendance/apologies and taking appropriate action in relation to absence
  - Taking minutes indicating who is responsible for any agreed actions with timescales
  - Circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board
  - Following up on action points with those responsible and informing the chair of progress
- **Providing advice and guidance:**
  - Advising on legal duties and governing practice
  - Advising on constitutional requirements
  - Advising on board procedures
  - Advising on statutory guidance and policies
  - Advising on annual tasks and decisions
  - Advising on trustee CPD
  - Accessing external advice as appropriate
  - Supporting issue resolution
- **Administration and record keeping**
  - The Governance and Assurance Professional supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:
    - Maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
    - Advising trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the board's capacity, diversity and skills mix
    - Establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
    - Giving procedural advice and assisting with the management of trustee elections
    - Advising the board on succession planning for all board roles
    - Maintaining governing documents such as terms of reference and signed minutes

- Collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- Maintaining a record of board CPD
- Ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- Ensuring all policies are kept up-to-date, are regularly reviewed and that the latest versions are uploaded to SharePoint and the school's website
- Overseeing the process for interviewing, onboarding and inducting new Members and Trustees by liaising with those responsible for elements of the process within the school
- Maintaining records of board correspondence
- Maintaining governance communication portal
- Drafting correspondence on behalf of the board
- **Maintaining relationships and communication**
  - Good relationships between the Governance and Assurance Professional and members of the board are essential for open communication. You will also have a role to play in supporting and advising the governing or trust board on their self-review and development.
  - The Governance and Assurance Professional should fulfil these responsibilities, whilst maintaining independence, by:
 

Maintaining professional working relationships with the chair, the board and school leaders

    - Communicating on board matters outside of meetings
    - Where appropriate, liaising on behalf of the board (such as for external reviews of governance)
    - Contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
    - Ensuring there is an annual skills audit of the Trustees and that the Chair conducts at least annual reviews of individual Trustees and that the results of these are communicated to the board as appropriate
- **Ensuring compliance**
  - Ensuring meetings are quorate
  - Overseeing the review of required policies
  - Publication of governance information on school websites
  - Advising on data protection requirements
  - Overseeing board recruitment processes
  - Co-ordinating safeguarding checks on board members
  - Monitoring eligibility of board members to serve, including on committees
  - Notifying disqualifications, expiry of office etc
  - Statutory registers and filing returns
- Keeping up to date with current educational developments and legislation affecting school governance

General Information:

Equality of Opportunity	<p>As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying.</p> <p>Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</p>
Confidentiality and Data Protection	<p>To treat all information acquired through employment, both formally and informally, in strict confidence.</p> <p>To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</p>
To contribute as an effective and collaborative member of the school team	<p>Any other duties as reasonably required by any SLT of the school.</p> <p>To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the public to promote and uphold the school's image.</p> <p>Participating in the ongoing development, implementation, and monitoring of the school plans.</p> <p>Attend regular meetings as required and make a positive contribution during meetings.</p> <p>To contribute to the overall ethos/work/aims of the school.</p> <p>Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.</p>
Child Protection	<p>Attend regular meetings as required and make a positive contribution during meetings.</p> <p>To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures, and practice.</p> <p>Prevent, identify, and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.</p> <p>Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g., Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

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Principal \_\_\_\_\_ Date \_\_\_\_\_

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## Person Specification

<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• A good standard of written and oral English.</li><li>• Numerate, with solid IT skills.</li></ul>
<b>Knowledge, experience and training</b>	<ul style="list-style-type: none"><li>• Strong understanding of the Academy Trust Handbook and Academies Trust Governance Guide and regulatory frameworks governing academies.</li><li>• In-depth knowledge of health and safety regulations, data protection (GDPR), and safeguarding compliance.</li><li>• Familiarity with risk management, internal audit processes, and statutory reporting requirements.</li><li>• Awareness of procurement regulations, contractual obligations, and financial compliance in the education sector.</li><li>• The schools system: structures, accountability and funding</li><li>• Governance legislation, procedures and regulations relevant to the organisation</li><li>• The core functions of a school trust board as they apply to the organisation</li><li>• Elements of effective governance and board practice as they apply to the organisation</li></ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent analytical skills with the ability to interpret complex regulations and apply them effectively.</li> <li>• Strong attention to detail and ability to conduct audits, identify risks, and implement corrective actions.</li> <li>• Effective communication and training skills to support staff in understanding compliance responsibilities.</li> <li>• Ability to manage multiple priorities, work independently, and meet deadlines under pressure.</li> <li>• Literacy, numeracy and IT</li> <li>• Excellent written and oral communication</li> <li>• Ability to write detailed minutes showing challenge and a clear record of decisions taken</li> <li>• Planning and organisational</li> <li>• People and relationship building</li> <li>• Advisory skills (recommending a course of action)</li> <li>• Risk aware/able to articulate risk in the context</li> <li>• Problem solving</li> <li>• Time management to meet deadlines and competing demands</li> <li>• Possible professional qualification as a school governance professional, e.g. Certificate in Clerking of School and Governor Boards</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity and commitment to the principles of public life</li> <li>• High level of commitment to ethical governance and regulatory compliance.</li> <li>• Proactive and solution-focused approach to problem-solving and risk management.</li> <li>• Ability to build positive relationships with staff, trustees, and external regulators.</li> <li>• A commitment to continuous professional development and staying up to date with compliance best practices.</li> <li>• Respect for confidentiality</li> <li>• Confidence and resilience (to challenge when necessary)</li> <li>• Commitment to professional development to maintain knowledge and improve practice</li> </ul>