

Job Title: Governance Officer and Executive Assistant

Salary: Grade 4

Team/s: Corporate Services Team

Responsible to: The post-holder will report to both the Chief Executive Officer (CEO) and Chief Finance and Operating Officer (CFOO). The CFOO will be the line manager on all day-to-day matters related to executive business and administrative duties and in the application of Trust employment policies

Responsible for: N/A

Purpose of Job Role:

- To provide administrative, technical and clerical support for the senior leadership team to include investigations; confidential meetings; data protection; preparing briefing documents, reports, draft responses to stakeholders.
- To provide executive support for the Executive Leadership Team undertaking administrative duties in an efficient, effective and confidential manner, including note taking, diary management and managing internal communications.
- To support the Company Secretary to ensure the efficient running of the Trust, to ensure compliance with the requirements of the Charities Act and Academy Trust Handbook and to maintain all relevant company registers

Duties and Responsibilities:

Governance

- Support the Company Secretary to in governance-related organisational planning and activities, including managing the Trustee calendar, arranging meetings, clerking meetings and maintaining action logs
- Support the Company Secretary to ensure compliance with all of statutory governance requirements for the Trust including filings, returns, resolutions and maintenance of records and registers
- Maintain the Trust's policy and key documents tracker to assist the Company Secretary ensure the Trust policies are reviewed and approved by Trustees/Governors in a timely manner
- Ensure all public information, including websites, are maintained and comply with the Trust's statutory and regulatory requirements
- To contribute to the preparation, publication, distribution and presentation of the Trust's Annual Report
- Provide ongoing support and communications to the Trust Board as appropriate

- Support the recruitment of Trustees and Members
- Assist with the development and implementation of Trustee induction and ongoing training and development opportunities necessary to ensure strong Board performance
- Support improvements in the governance and assurance framework including the design and implementation of initiatives which will further the overall work of Trust governance
- Maintain an awareness and understanding of the Trust Articles of Association, Master Funding Agreement and Trust governance framework
- Maintain the Trust Scheme of Delegation ensuring consistency with Trust policies and compliance with the Academy Trust Handbook
- Support the Executive Leadership Team to coordinate the due diligence, conversion and onboarding of new schools

Meetings and Events

- Maintain the forward plan for Board and Committee meetings
- Following through on action points and agenda items arising from previous meetings
- Ensure smooth meeting delivery, including taking and circulating minutes
- Support the Executive Leadership team in the planning, preparation and delivery of Trust events

Compliance

- Assist the Executive Leadership Team ensures compliance across all entities within the Trust with relevant governance-related regulators including Charity Commission, Companies House and Master Funding Agreement
- Assist the Company Secretary to ensure all formal documentation, including statutory and regulatory returns, are filed fully and on time with the appropriate bodies
- Maintain statutory reporting annual plan and tracker
- Assist the Company Secretary with ensuring compliance with all non-finance aspects of the Academy Trust Handbook
- Update Companies House and Get Information About Schools (GIAS) as required

Risk Management

- Work with the Chief Finance and Operating Officer to ensure the Trust Risk Register is regularly updated and continually monitored
- Coordinate the Trust's annual schedule of internal scrutiny with the Chief Finance and Operating Officer
- Maintain the Trust Audit Action Tracker and chase updates for any outstanding actions

Data Protection

- Assist With Subject Access requests ensuring a log of requests and learning is maintained and compiling information to support requests
- Assist with Freedom of Information requests ensuring a log of requests and learning is maintained and compiling information to support requests
- Assist with the review, tracking and approval of Data Protection Impact Assessments (DPIAs)

- Support the Data Protection Officer (DPO) in managing incidents, including containment, analysis, response and reporting
- Support the DPO in raising awareness of data protection across the Trust

Complaints

- Assist with complaints, including drafting responses, organising meetings and providing administrative support
- Maintain the Trust Complaints Register

Executive Assistant and Administrative Duties

- To offer high-quality administrative support including the production of agendas, minutes, and papers for leadership and management meetings
- Receiving, checking, dealing with and redirecting as necessary, incoming mail both paper and electronic
- Attending and minuting meetings, including investigations, to undertake and/or chase follow up actions
- Liaise with members of the Corporate Services Team, Headteachers and School Senior Leadership Teams as required
- To act as the point of contact for the Executive Leadership Team to include dissemination of information, notifying Leadership Team of initiatives and relevant issues, etc.
- Support the Executive leadership Team to deliver high-quality papers and reports in a timely manner to enable Trustees and Members to fulfil their responsibilities
- Ensure all internal and external communication reflect the Trust house style and brand guidelines

Other

- To ensure a professional image of the Executive office is portrayed to external and internal stakeholders at all times and the THINK values are reflected in all documentation produced
- Undertake other administrative tasks as required and as directed by the Executive Leadership team
- Take a pro-active approach and work on own initiative
- Commit to ongoing personal development
- Maintain a professional network for the benefit of the Trust
- Follow all organisational policies, systems and procedures, including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
- Promote the agreed vision and aims of the Trust.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To be flexible to work across all Trust schools as the needs of the Trust dictate.
- To perform other such duties as the CEO may from time to time determine.

This post is subject to an enhanced Disclosure and Barring Service check

Working week/pattern (time off in lieu)

- 36.5 hours
- Weekly hours variable according to Trustee board meetings schedule.
- Attendance at all evening events to be prioritised.
- Time off in lieu for additional hours to be agreed with the CFOO and to be taken in line with Trust policy

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date