



BRADGATE
Education Partnership

Stronger Together

JOB DESCRIPTION

Governance Officer

Support Staff Pay – Grade 9

Ambitious
Collaborative
Ethical



BRADGATE
Education Partnership

MISSION:

Through strong collaboration between our schools, Bradgate Education Partnership is committed to providing an ambitious and inclusive education for all.

We want our children and young people to realise their full potential academically, socially and personally. We celebrate the distinctive ethos of each individual school. We ensure that all who are part of our Trust have a deep sense of belonging and a supportive opportunity to grow.



Stronger Together



VALUES:



Ambitious

We aim high and are aspirational for all.



Collaborative

We work closely together to encourage, support, challenge and share.



Ethical

We treat everyone fairly, within a culture of kindness and respect.

VISION:



PUPILS

All our pupils are equipped with the knowledge, skills, values and attitudes to thrive in life and make a positive difference.



SCHOOLS

All our schools provide a safe and happy space where pupils study an ambitious curriculum which unlocks their personal potential so that they achieve exceptional outcomes.



WORKFORCE

All staff have positive impact in their roles whilst feeling supported and valued both personally and professionally.



COMMUNITY

All our schools embrace the local area they serve within a deeply embedded culture of community partnership.



WIDER WORLD

All our pupils and staff understand, respect and embrace the diversity of the wider world in which they live.



SUSTAINABILITY

Across our partnership, everything we do is aligned to meet the needs of the present without compromising a sustainable future.

Tel: 0116 478 3426

bepschools.org



Vision and Values

All employees who work for Bradgate Education Partnership follow our mission statement, our vision and our values of being *ambitious, collaborative* and *ethical*. The mission, vision and values enable us as an organisation to define who we are as a collective and we believe that within our Trust we are truly *Stronger Together*. Our employees are our ambassadors of our mission, vision and values and therefore all employees coming to work for the Trust sign up to these principles that we have outlined for our Trust.

Employee Responsibilities

For all roles within our Trust there are some key responsibilities that all employees are expected to follow during their time at Bradgate Education Partnership, these are outlined below:

- Make safeguarding children a priority and follow the Trust's safeguarding procedures;
- Truly support the mission, vision and values of the Trust – demonstrate and role model this commitment in everything that you do;
- Understand and comply with relevant policies and procedures
- Promote a culture of inclusion where all views are valued and taken in to account;
- Commitment to develop own professional skills;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Job Purpose

The Governance Officer will be responsible for company secretary duties, governance, office management, communications and supporting the Executive Leadership Team and Business Services Team. The post will be principal advisor to the Trust Board in relation to Governance matters.

Relationships:

The Governance Officer will be line managed by the Chief Executive Officer and will be required to form the following working relationships:

Executive Leadership Team – Work closely with the Executive Leadership Team to support the development of Central Team work and wider Trust aspects.

Business Services Team – Work closely with the Business Service Team to support the development of our business model for our schools.

Central Team – Form close working relationships with the wider Trust Central Team to ensure collaborative working that benefits the wider Trust.

Headteachers – Establish working relationships with Headteachers enabling business and corporate governance aspects as and when required.

External stakeholders – Ensure that positive experience is provided to external stakeholders to the organisation to ensure the reputation of the Trust is upheld at all times.



Specific Responsibilities

Governance

- Undertake company secretary duties in relation to supporting the Trust Board, providing advice and guidance on the Department for Education (DfE) and Academy Trust Governance Guidance to Trustees and any Charity regulations.
- Keep the Trustees and CEO up to date with any statutory requirements as and when the need arises.
- Ensure that governance knowledge is well maintained so that the appropriate and correct advice can be provided to Trustees and Local Advisory Boards (LABs).
- Support the Trustees with the arrangements of school visits, liaising with schools as and when required.
- Ensure Trustees and LABs are up to date with all mandatory training through the Bradgate Learning Hub.
- Set the annual calendar for the Board and Committee meetings at Trust level.
- Support the Chair of the Board and wider Trustees in setting agendas for the Trust Board and Committee meetings, supporting our wider Trust governance model.
- Work closely with the HR Team in the recruitment of Members, Trustees and Local Advisory Board colleagues.
- Support with the preparation of specific documents for Board meetings and ensure that papers are prepared for all meetings 7 days in advance of the meetings taking place by providing reminders and deadlines to key members of the Central Team.
- Undertake minutes of meetings for the Board and Committees that take place at Trust level.
- Line Manage our LAB Clerks, ensuring consistency of the meetings and minutes in accordance with the LAB Handbook.
- Take oversight of the governance system (e.g. Trustee / LAB Handbooks), for Trustees and Local Advisory Boards.
- Ensure that Companies House is updated in relation to the correct information being provided for publishing.
- Ensure the Trust fulfils its statutory duty with regards to:
 - Suspensions and exclusions. This will involve arranging panel meetings, minuting the meetings and following up with wider communication.
 - Admissions consultations as and when required. Support school leaders and Directors with admission consultations as and when required.
- Give advice to the Trust Board and the CEO on any matters which may arise.
- Ensuring that terms of reference for Board and Committees are in place and annually reviewed.
- Take oversight of the management of Trust policies and the policy tracker, advising and guiding ELT on statutory policy information, policy renewal deadlines etc.

General Duties

- Support the Chief Executive Officer with arranging meetings and providing minutes of various meetings as and when needed.
- Undertake the management of the Trust's Central inbox ensuring that queries are forwarded to the correct teams within the organisation.
- Form part of key strategic meetings to help with the organisation and minuting (ELT, BST)
- Take the lead on the management of the Trust Offices, communicating opening times, plans for school closure periods and planning of term dates.



- Take oversight of the BEP diary to ensure that logistical plans are in place for any meetings.
- Ensure that Trust templates and our 'stationary' suite are up to date and that all Central Team colleagues are using the correct documentation.
- Take oversight of school-level stationery to ensure that it is consistent with Trust information and brand.

Social Media, Marketing and Communications

- Working with other staff of the Central Team, further develop the use of social media across the Trust.
- Work closely with other staff in the Central Team to create a social media plan across the year.
- Work closely with other staff on the Trust's marketing and communications plan.
- Work closely with leaders to establish the outward-facing brand of the Trust and aligning to the Trust's strategy.
- Support the compliance review for Trust and school websites, ensuring the necessary updates and ensuring that appropriate content is loaded.

Data

- Support the Central Team in the development of data and metrics across the organisation.

The job description outlines key accountabilities for the role and it may be necessary to ask the postholder to undertake additional duties commensurate to the role as and when required.





The Person Specification

**Educated to A-Level or equivalent.
Desirable to already possess experience in a similar type of role.**

Knowledge of governance structures within organisations is essential.

To be proficient in the use of systems, technology and social media to undertake the role to a high standard.

The Post Holder

Experience of working within governance, administration or business operations teams is essential.

**Attention to detail in relation to reports, data production, document production, communications etc.
Ability to produce work to a high standard.**

**Must be a highly organised individual with excellent communication skills that can be used with a wide range of stakeholders.
This also includes the ability to organise other colleagues.**



Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name:

Signed:

Date:

