

Governance Officer

Title of post	Governance Officer
Salary	Grade G: Points 13-18, £28,163 – £30,559 FTE (Actual Salary £19,094 - £20,719)
Hours of work	<p>30 hours per week, term time only with flexibility to suit the availability of the postholder and Trust requirements.</p> <p>Attendance at governance meetings is an essential requirement of the role and this will usually involve at least 6 evening meetings per half term. These are normally finished by 7pm.</p> <p>The successful candidate will support schools in the Harrogate and Keighley areas and must be willing and have the means to travel to meetings at each school (usually once per school, per half term).</p>
Line manager and responsible for reviews	Governance Manager

Purpose of the Post

Northern Star Academies Trust seeks to recruit the very best people to work across our Trust Partnership.

The Governance Officer delivers a professional support service, providing governance and compliance support to schools and Local Governing Bodies (LGBs) across the Trust. The Governance Officer will work effectively with governors, headteachers and Trust colleagues to ensure that governors fulfil their roles and responsibilities as per the Trust's Articles of Association and Scheme of Delegation.

The postholder will work closely with the governance team to support GDPR processes, policy management and website compliance.

Main Duties and Responsibilities

Governance support:

- Work with the Governance Manager, Headteachers and Chairs of Governors to prepare clear agendas in line with Trust requirements
- Lead all aspects of meeting preparation including collating and uploading meetings papers, ensuring they are shared on time
- Attend all meetings and prepare clear and accurate minutes of those meetings, including objective records of all decisions, agreed actions and timescales for actions, manage the approval and circulation of those minutes
- Maintain accurate records on all aspects of local governance such as attendance, training, membership, terms of office and link roles
- Liaise with the Chair, before the next meeting, to receive an update on progress of actions agreed previously by the LGB

- Provide advice and support to governors to support them in all aspect of their role such as conducting school visits and procedural matters
- Set up and administer governor panels, with the support of governance colleagues, including panel hearings for complaints and exclusions
- Ensure governors maintain and regularly update their declarations of interest
- Collaborate with Chairs of Governors and the governance team to develop annual planners and meeting agendas
- Monitor and keep up to date with relevant legislation, the regulatory environment, and best practices within the Multi Academy Trust governance framework.

Governor recruitment, training and induction:

- Identify governor recruitment needs and provide support to schools to recruit in line with school, Trust and statutory requirements
- Oversee the recruitment process ensuring that new governors complete all relevant checks and that accurate records are maintained
- Provide induction materials for all new governors
- Provide clear, accurate advice and support to all governors about training opportunities and ensure accurate records are maintained
- Administer annual LGB self-evaluation assessments

Compliance:

- Oversee the school's policy schedule, ensuring policies are updated and approved as required in line with Trust and statutory requirements
- Provide support and advice to schools to ensure that school websites are compliant and up-to-date
- Working with the governance team, provide support and advice to school on matters of GDPR and data protection
- Record data breaches and escalate these to the Data Protection Officer, as appropriate

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.