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| **Post Reference:** | 2045 |
| **Academy:** | White Rose Academies Trust |
| **Job Title:** | **Governance Officer** |
| **Grade:** | SO2 (£30,984 to £32,798) |
| **Hours:** | Full time, all year round |
| **Accountable to:** | Head of Governance |

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The White Rose Academies Trust is a Leeds-based multi-academy Trust with a reputation for raising ambitions, engaging local communities and rapid school improvement.

The Trust consists of three secondary schools - Leeds City Academy, Leeds East Academy and Leeds West Academy, and also welcomed its first primary school (Alder Tree Primary Academy) on 1st December 2020.

We believe the Trust is a highly desirable place of work for an ambitious professional, who will be joining one of the most supportive and talented teams in the country.

**Role:**

To provide an effective clerking service to the Trust’s Local Accountability Boards (LABs) and Exclusion Panels, providing administrative support, advice and guidance regarding governance, constitutional and procedural matters.

**Some evening work required to service board/committee meetings**

**Main duties and responsibilities**

**Advice and Guidance:**

* Advise the Chair and LABs on governance regulations and procedural matters where necessary before, during and after meetings
* Ensure that the LABs are fully aware of their roles and responsibilities and support them in fulfilling these
* Support the LABs in adhering to best practice in governance, including in respect of their individual and collective performance
* Ensure that statutory policies are in place and are adhered to
* Actively support new governors, in association with the LAB Chair, ensuring that all new governors
* participate in induction training and have access to all necessary documents and policies
* Work with HR to set up new governors i.e. DBS checks, emails etc

**Effective Organisation and Administration of Meetings:**

* Liaise with the LAB Chairs and Academy Principals to prepare focused agendas for meetings
* Distribute the agenda and papers according to the agreed timetable and distribution processes
* Ensure that meetings are quorate, and that Standing Orders are adhered to
* Record the attendance of governors at meetings and ensure that action is taken in respect of extensive absence
* Produce draft minutes of LAB meetings, indicating who is responsible for any agreed action and the relevant timescales, to be checked for accuracy by the Principal and for approval by the Chair
* Follow up agreed action points with those responsible, ensuring that timescales are adhered to
* Clerk any appropriate committees/panels which require governor involvement

White Rose Academies Trust is a local Trust dedicated to raising and fulfilling the ambitions of young people. Our academies throughout Leeds are at the heart of the communities they serve, which is why we are committed to delivering an outstanding education to every one of our students.

The Trust employs over 450 outstanding professionals who are committed to unlocking the potential of the next generation. Our CPD Programme is focused on innovation, leadership development and delivery of excellence for vulnerable groups. Our Beginner Teacher Programme is amongst the best in the region. We are on a significant journey which will see all of our schools Ofsted rated as World Class within five years.

White Rose Academies Trust is a member of Luminate Education Group, other members include Harrogate College, Keighley College, Leeds City College and Leeds Conservatoire. The Group provides expertise, international networks, and highly desirable employability prospects within education and beyond.

**Closing date:** Monday 6th June 2022 9am

**Shortlisting date:** Monday 6th June 2022

**Interview date:** W/C 13th June 2022

**Start date:** As soon as possible

For more information, please visit our website at  [[White Rose Academies Careers](https://www.whiteroseacademies.org/careers)](https://www.whiteroseacademies.org/post/business-administration-apprentice).

To apply, please complete the application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV’s.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**