

# Job Description

---

**Job Title:** Governance Professional

---

**Location:** Inspiration Trust Central Services, with travel to academies across Norfolk and Suffolk

---

<b>Job title</b>	<b>Governance Professional</b>
<b>Salary Scale</b>	<b>Support Scale G</b>
<b>Hours of Work</b>	<b>Casual Contract, Variable hours, as required</b>
<b>Weeks Worked</b>	<b>Term Time Only</b>
<b>Responsible to</b>	<b>Head of Governance, Audit &amp; Risk</b>
<b>Location</b>	<b>Inspiration Trust Central Services (with travel to academies across Norfolk and Suffolk)</b>

### **Main Purpose of the Role**

To support the Head of Governance in providing high-quality governance services across Inspiration Trust by clerking academy committee meetings and statutory and non-statutory panel hearings (including exclusions and complaints).

The post holder will act as a governance professional, ensuring meetings and hearings are conducted effectively, in accordance with statutory, regulatory and Trust requirements, and are accurately recorded, properly advised and compliant with best practice.

### **Organisational Relationships**

- Accountable to the Head of Governance
- Works closely with academy committee members, panel members, Principals, academy leaders and administrative staff
- Liaise with academy committee members, senior leaders, parents/carers and other key stakeholders as required

### **Principal Accountabilities and Responsibilities**

<b>Governance &amp; Clerking – Academy Committees</b>	<p>When acting as governance professional for academy committee meetings, the post holder will (in conjunction with the Head of Governance) be responsible for:</p> <ul style="list-style-type: none"> <li>• Advising the chair and committee on governance processes, procedural matters and compliance requirements</li> <li>• Preparing, circulating and publishing agendas and supporting papers in a timely manner</li> <li>• Attending meetings in person at individual academies across Norfolk and Suffolk</li> <li>• Taking accurate, impartial minutes which clearly record challenge, decision-making and agreed actions</li> <li>• Ensuring decisions are correctly recorded and communicated as required</li> <li>• Supporting follow-up actions and maintaining appropriate records</li> <li>• Maintaining strict confidentiality and professional independence at all times</li> </ul>
---	---

<b>Governance &amp; Clerking – Panel Hearings</b>	<p>When acting as clerk to panel hearings (including exclusion and complaints panels), the post holder will (in conjunction with the Head of Governance) be responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting academies with convening appropriately constituted panels</li> <li>• Ensuring hearings are arranged and conducted in line with statutory guidance and Trust procedures</li> <li>• Preparing and circulating agendas and documentation to all parties</li> <li>• Inviting panel members and relevant stakeholders, checking and arranging any reasonable adjustments or special requirements</li> <li>• Attending hearings (which may be held in person) and taking a clear, impartial and accurate record of proceedings</li> <li>• Communicating panel decisions accurately and within required timescales</li> <li>• Ensuring appropriate handling, storage and confidentiality of sensitive information</li> </ul>
---	--

### Employee commitments

All employees are expected to commit to:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support high standards of education and positive outcomes for children and young people
- Acting professionally, impartially and with integrity at all times
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and quality assurance relevant to the role.

### Context

Staff are part of the wider Trust team and are expected to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any other duties which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and

tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• A degree or similar level qualification</li> <li>• Membership of a relevant professional or governance body</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working to tight deadlines</li> <li>• Experience of supporting meetings, hearings or formal decision-making processes</li> <li>• Ability to build effective working relationships with a wide range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of clerking governing bodies, academy committees or boards</li> <li>• Understanding of governance within an educational setting</li> <li>• Experience of clerking exclusions or complaints panels</li> <li>• Knowledge of education sector governance requirements</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills and ability to meet deadlines</li> <li>• Excellent written &amp; verbal communication skills</li> <li>• High levels of literacy, accuracy and attention to detail</li> <li>• Ability to exercise professional judgement and know when to escalate matters</li> <li>• Ability to build and maintain respectful and courteous relationships with a wide range of stakeholders, including those who give their time voluntarily</li> <li>• Ability to maintain confidentiality and demonstrate professional integrity</li> <li>• Solution focused approach and ability to work effectively as part of a team</li> <li>• Excellent IT skills, including confident use of Microsoft Office</li> </ul>	

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signature .....

Date .....

Name .....