

Governance Professional

Application Pack

March 2023



A deep partnership between our schools in which our children and young people flourish



Welcome from the Chief Executive, Gary Lewis

Dear Applicant,

Thank you for your interest in the role of Governance Professional This is an important role for us and the person appointed will play an key part in the effective governance of the Trust and its Local Governing Bodies.

Since LSP was started in 2016 we have experienced rapid growth. In February 2023 we number 29 schools with a further Secondary School scheduled to join us in April. By then we will have more than 12,000 pupils in our schools and more than 1,600 employees. The Trust is scaling up our services in step with our numeric growth. Appointing to this role will ensure that we have the capacity to appropriately support the governance functions of the Trust.

The post will report to our Head of Administration and be an integral part of our Admin Team an the wider Central Team. We are looking for someone who can work well as part of that team as well as being an innovative 'self-starter'. We set and expect high standards in all that we do.

We need someone with the enthusiasm, drive, skills and experience to carry out this role. We also need someone with sound experience of supporting a board or governing body and of managing staff.

I hope that you are interested and decide to apply. In the pack you will find the advertisement, a job description and person specification. If you wish to discuss the role informally prior to making an application, please contact our Chief Financial and Operating Officer, Louise Malik (Imalik@lsp.org.uk).

Applications should be submitted via our online eRecruitment system here: Search results (webitrent.com)

Applications should be received by 12 noon on Monday 20th March. Interview are planned for Thursday 30th March.

Yours sincerely,

gary Lewis

Gary Lewis, Chief Executive



Job Advert

Job Title:

Governance Professional

Contract:

Permanent, 30 hours per week, all year round

Salary: JM1 £34,723 - £37,261 pro rata per annum pending pay award in April 2023 (Actual £28,154 - £30,212 pa)

Lighthouse Schools Partnership is a Multi-Academy Trust. There are currently 29 schools in the Trust with another joining in April 2023.

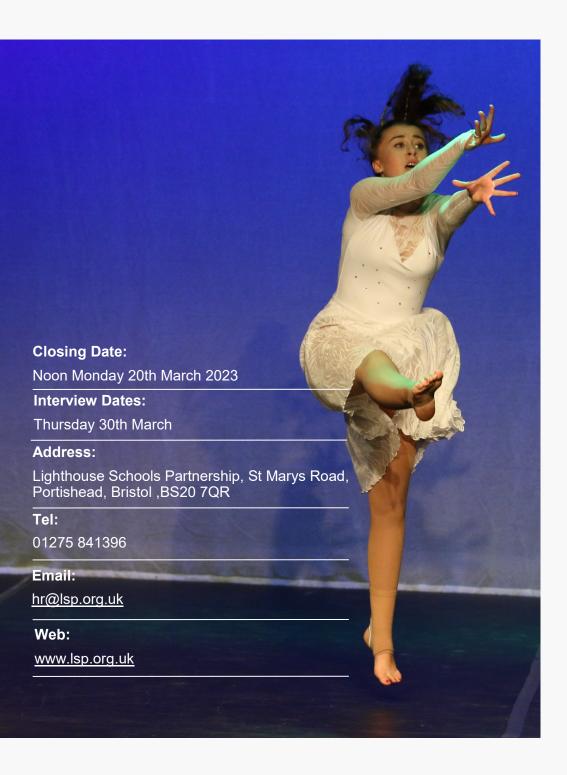
The Trust is cross-phase and includes Infant, Junior, Primary and Secondary schools. Lighthouse Schools Partnership is a mixed MAT and includes both non-denominational and Church of England schools.

We are seeking to appoint a Governance Professional. This is a replacement for a previous postholder but we have increased the hours of the post to reflect an increased number of schools in the Trust.

The Governance Professional will oversee all aspects of governance within the Trust, supporting governance to adhere to good practice and meet all statutory and regulatory requirements. This will be achieved by:

- supporting the efficient and effective operation of the Trust board, its committees and governance at all levels,
- leading on development of the Trust's governance framework, managing and coordinating the delivery and ongoing improvement of governance support across the Trust,
- acting as line manager for Clerks to Governors across the Trust,
- supporting the Company Secretary to ensure that relevant rules and regulations of the Companies Act are complied with.

The governance Professional will be mainly based at the Central Team office, and will need a flexible approach to their work including evening LIGHTHOU SCHOOLS PARTNE meetings.



To be considered for this role you should have:

- Experience of supporting a Board or Governing Body or recent experience in a similar role
- Experience in managing staff
- Experience in ensuring office systems and procedures are efficient and effective.
- Excellent organisation skills
- · Ability to build and develop a team
- Excellent interpersonal skills, able to communicate effectively with a range of audiences
- Confidence in delivering training
- Ability to deal with difficult situations and resolve conflict.
- Resilience, enthusiasm, energy and vigour.
- Flexibility and adaptability in changing situations.
- Demonstrate reliability, resilience, integrity and commitment.
- Ability to work under pressure and to meet deadlines
- Ability to maintain a positive and professional demeanor.
- A commitment to an excellent standard of customer service.
- Think creatively and imaginatively to solve problems and identify opportunities.

For an informal discussion, please contact Louise Malik (Chief Financial and Operating Officer) on 01275 841396.

The Lighthouse Schools Partnership offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme, electric car scheme and on-site parking. Please visit https://lsp.rewardgateway.co.uk to view employee benefits.

How to apply:

Applications should be submitted via our online eRecruitment system here:

Search results (webitrent.com)

Applications should address the person specification and set out how you would make a positive difference in this Trust

Lighthouse Schools Partnership trust supports Equal Opportunities Employment.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced DBS checks are required for all successful applicants.





Job purpose: The post holder will report to the Head of Administration and will work closely with Chair of Trustees, Members, Trustees, the Chief Executive Officer and other members of the Central Team, Chair of Local Governing Bodies, Headteachers, School Business Managers, Clerk to Governors and other colleagues across the Trust.

The postholder will be responsible for overseeing all aspects of governance within the Trust, supporting governance to adhere to good practice and meet all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation of the Trust board, its committees and governance at all levels,
- leading on development of the Trust's governance framework, managing and coordinating the delivery and ongoing improvement of governance support across the Trust,
- acting as line manager for Clerks to Governors across the Trust,
- supporting the Company Secretary to ensure that relevant rules and regulations of the Companies Act are complied with.

Main Responsibilities and Duties

Effective organisation and administration of trust board meetings

Act as governance professional for the Trust Board and its committees (with the exception of local governing body committees), ensuring these enable the successful delivery of strategic objec-

a key role to play in:

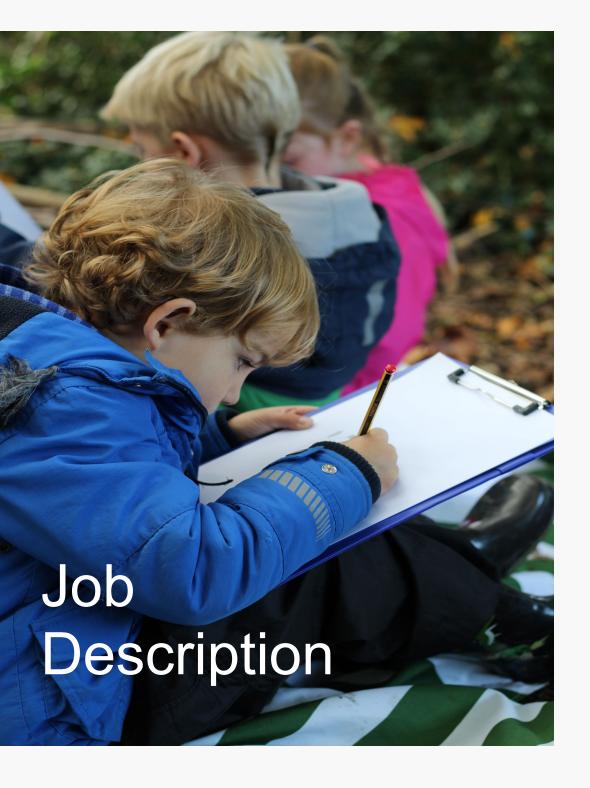
- keeping the board focused on its core strategic priorities,
- setting the cycle of trust board and committee meetings and preparing focused agendas,
- ensuring all meetings are inclusive and well structured, comply with the Trust's articles of association, the Academy Trust Handbook, and other arrangements agreed by the Board of Trustees,
- preparation of reports, including collation of information from local governing bodies (LGBs), for Board of Trustees meetings,
- acting as clerk to the members at general meetings and for trustee panels,
- recording, acting on and publishing meeting attendance records in line with statutory requirements.

Governance advice and guidance

As well as acting as the main point of contact for all queries relating to governance within the Trust, the Governance Professional will proactively update those governing by providing advice and guidance on:

- the respective roles of members, Trustees and LGB members as required, including their duty to maintain the highest professional standards of conduct and ethics,
- strategic leadership responsibilities in relation to governance,





Main Responsibilities and Duties cont..

- best practice in trust governance, particularly in relation to committee structures, the scheme of delegation and terms of reference,
- the application of policies, procedures and relevant legislation/ guidance across the Trust.

Manage statutory information and governance documentation

The postholder will act as gatekeeper for information and documentation that details the Trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

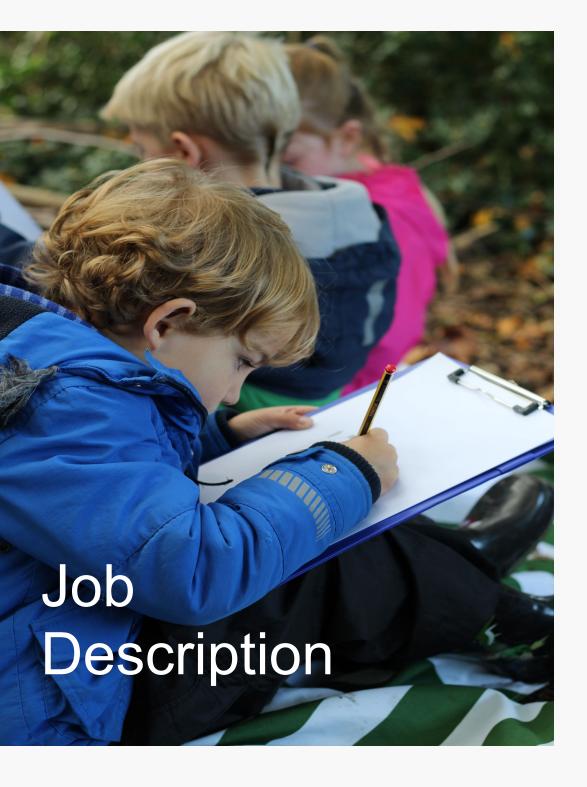
- maintaining and updating appropriate records of trust board and LGB membership, along with the terms of reference.
- ensuring that governance-specific risks are included in the Trust's risk register,
- supporting production of the annual report and governance statement published with the Trust's financial statements,
- managing the flow of information between members, the trust board and LGBs.
- developing trust-specific documents such as a governance code of conduct and skills matrix;
- maintaining the trust's online governance portal or equivalent.

Oversee governance membership and structure

In order to support the efficiency and effectiveness of the Trust's governance framework, the postholder will be responsible for:

- developing the Trust's governance framework and driving improvements to its systems, processes and structures,
- ensuring the Trust board and its committees are properly constituted,
- advising the Trust board on succession planning,
- supporting the Trust board in developing effective and inclusive recruitment practices which promote equality and diversity,
- overseeing member, trustee and LGB member recruitment as required, advising on election and appointment procedures,
- developing a trust-wide induction process for those governing the Trust and schools,
- supporting the recruitment and implementation of LGB committees.
- assisting in the process of new schools joining the Trust by supporting, where necessary, the due diligence process along with the academy conversion process.





Main Responsibilities and Duties cont..

Evaluation and development

The postholder will contribute to rigorous and effective methods of self-review across the Trust, and will be responsible for:

- coordinating the design and review of professional development plans for the Chair of Trustees and committee chairs, including the LGB chairs.
- coordinating a programme of regular evaluation of the quality of governance, including completion and analysis of skills audits,
- coordinating annual completion of the school resource management self-assessment checklist tool.
- supporting the commissioning of external reviews of governance,
- developing, organising and, where appropriate, delivering a training programme for all members of governance within the Trust,
- leading, co-ordinating and supporting the Clerks to Governors network and the Chairs Development Group.

Manage local schools' governance support postholders

The postholder will contribute towards the efficient and effective functioning of local governing bodies through:

- taking responsibility for the performance management of Clerks to LGBs, ensuring full engagement of the Chairs of LGBs in the process;
- support recruitment, manage and quality assuring the work of the Clerks;

- coordinating the training and development of the Clerks to the LGBs:
- undertake annual appraisal of the Clerks to the LGBs in coordination with the Chair of the local governing body and with input from others such as the Headteacher and Business Manager;
- hold regular network meetings with the Clerk to LGBs;
- Advise and support LGBs to source or provide clerking cover during times of absence of their Clerk.

People and relationships

The postholder will develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key Trust functions, including senior leadership, so that governance supports and enables the operational delivery of strategic objectives,
- working closely with the Chair of Trustees and committee chairs (including LGB chairs) to ensure strong links between the Trust board, members and the LGBs,
- maintaining effective communications with relevant stakeholders such as the local authority and the diocese.





Personal development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of the Governance Professional will include:

- liaising with relevant professional organisations and networks,
- undertaking regular training including the pursuit of professionally recognised qualifications,
- keeping abreast of policy developments affecting academy trust governance,
- participating in regular performance management,
- successfully completing the National Training Programme for Clerks to Governing Bodies.

Supporting the Company Secretary

The Lighthouse Schools' Partnership is a company limited by guarantee (i.e. incorporated) and therefore must have a Company Secretary. The responsibilities of the Company Secretary are to ensure that relevant rules and regulations of the Companies Act are complied with. The Governance Professional will provide administrative and organisational support to the Company Secretary to:

- maintain the statutory registers including the register of members.
- ensure that statutory forms are filled promptly.

- provide members and auditors with notice of meetings.
- send Companies House information about appointment or registration of Directors.
- send a copy of the accounts to every member of the director's meetings and general meetings.
- ensure that people entitled to do so can inspect company records.
- maintain custody and use of the company seal.

General

- Be an active and effective contributor to the Lighthouse Schools Partnership.
- Undertake tasks, projects and initiatives as directed by the Chief Financial Operating Officer in order to support the work of the Trust.
- Undertake other duties that may from time to time be necessary, that are compatible with the nature and grade for this post.

Supervision and Management

The post holder is managed by the Head of Administration.

The post holder is responsible for the performance management of Local Governing Body Clerk to Governors in coordination with the Chair of the Local Governing Body and with input from others such as the Headteacher and Business Manager. Day to day direction of the Clerk to LGBs is pro-



is provided by the Chair of the LGB.

Day to day setting of priorities is the post holders' responsibility

Problem Solving and Creativity

The post holder will be required to provide innovative solutions and advise on a range of operational issues to ensure a satisfactory resolution.

Creativity and innovative practice are essential to the role and will need to be regularly exercised within general guidelines.

The post holder will work with changing and challenging deadlines and during busy periods the post holder will need to prioritise their workload.

Key Contacts and Relationships

Regular contact with the Chair of Trustees, Clerk to Governors, Members, Trustees, members of the Central Team, Chairs of LGBs, Headteachers, School Business Managers and other colleagues across the Trust, other Trust staff, external contractors/suppliers providing goods or services and other external organisations.

Due to the nature of this role the outcome with key contacts may not be straightforward and may involve more detailed assessment, planning and evaluation.

Will work collaboratively and contribute to a culture of co-operation, flexibility and adaptability within the Central Team and across The Trust.

Decision Making

How to deploy their time to deliver an

agreed programme of work.

Work within the scheduled timeframes.

The post holder will be required to make recommendations as a regular feature of the role.

Resources:

General office equipment.

Working Environment:

Office environment at any Lighthouse Schools Partnership location

Special Notes or Conditions:

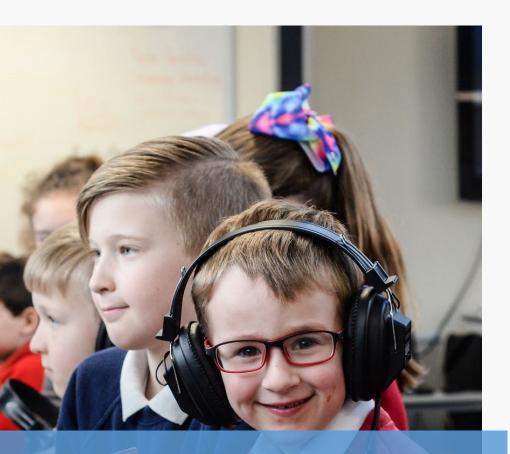
The post holder will:

- be able to work at times convenient to the Board of Trustees (as published in the annual planner), including evening meetings and training sessions,
- be able to attend virtual meetings,
- be able to travel to meetings,
- be available to be contacted at mutually agreed times,
- maintain an appropriate level of confidentiality at all times,
- have flexibility in undertaking this role.

The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.



Catagory	Essential	Desirable
Category	ESSETILIAI	Desirable
Qualifications and experience	 5 A*-C GCSE's or equivalent including Maths and English. 	Experience of working in the Education sec-
	 Experience of supporting a Board or Governing Body or recent experience in a similar role 	tor.
	Experience in managing staff	
	 Experience in ensuring office systems and procedures are efficient and effective. 	
	 Demonstration of commitment to on-going professional devel- opment. 	
	 Experience in a role where accuracy and attention to detail are essential. 	
	Experience in maintaining confidentiality	
Knowledge,	GDPR and information security	Knowledge of keeping children safe in Educa- tion.
		Knowledge of company and charity law.
		Governance structures in multi academy trusts and/or schools
		Understanding the role and responsibilities of a Management Com- mittee
Skills and abilities	Excellent organisation skills, to be able to prioritise work and meet deadlines and manage expectations of key stakeholders.	Experience of administrative ICT development.



Person Specification

ategory	Essential	Desirable
kills and abilities	Ability to motivate self and others with the ability to work independently and as part of a team.	Have experience of main- taining websites
	Ability to build and develop a team	
	 Ability to work proactively and form sound relationships within the wider trust governance, leadership and central team community 	
	 Excellent interpersonal skills, able to communicate effectively with a range of audiences. 	
	 Ability to produce a range of reports and provide information in a con- structive and understandable for- mat. 	
	 Ability to work and influence at all levels within and outside the organi- sation and a recognition of profes- sional boundaries. 	
	Confident in delivering training.	
	Demonstrate good judgement.	
	Ability to form sound relationships within the wider school community.	
	 Ability to work proactively to develop strong relationships with other edu- cational establishments, Local Au- thorities and other partners. 	
	Ability to deal with difficult situations and resolve conflict.	
	 Resilience, enthusiasm, energy and vigour. 	





Category	Essential	Desirable
Skills and abilities	Flexibility and adaptability in changing situations.	
	Demonstrate reliability, resilience, integrity and commitment.	
	Ability to work under pressure and to meet deadlines.	
	Strong negotiation skills.	
	 Ability to seek out, manage and in- fluence opportunities for continuous improvement and change. 	
	 Ability to maintain a positive and professional demeanour. 	
	A commitment to an excellent standard of customer service.	
	 Think creatively and imaginatively to solve problems and identify opportu- nities. 	
	 Demonstrate a high level of computer literacy including experience in the use of Microsoft Office, inc. Teams, Word, Excel and Power- 	
Work-related Personal Requirements	Ability to work in busy office environ- ment with frequent interruptions.	
	 Ability to work effectively from other appropriate locations (such as home) 	
	 Take responsibility for own profes- sional development and attend train- ing courses as required to perform duties. 	
	Demonstrate a commitment to the Trust's vision, aims and ethos, its community and the school improve- ment agenda.	



Lighthouse Schools Partnership, St Marys Road, Portishead, Bristol ,BS20 7QR

01275 841396 www.lsp.org.uk