

## Job Description

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**Job title: Governance Professional**

**Main purpose of job:**

To provide a high-quality professional clerking and compliance service in order to support the Board effectively in line with the academy values and ethos.

**Department:** Administration

**Location:** Plume Academy Campuses  
(Fambridge Road and Mill Road)

**Position reports to:** Chair of Trustees

**Position is responsible for:** advising the Board on constitutional matters, duties and powers and will work within the broad, current legislative framework. They will secure the continuity of Trustee business and observe confidentiality requirements.

**Length of contract:** Casual (hours agreed with the Chair)

**Salary:** £15/hour plus Annual Leave Entitlement

### Key Responsibilities and Accountabilities

**Main Duties:**

**Meetings**

The Governance Professional will clerk all full Trustees meetings and the following committee meetings:

- Finance & Premises Committee
- Audit & Risk Committee
- HR & Pay Committee
- Admissions Committee

Other meetings may be clerked by arrangement and will be subject to an additional agreed payment. There will also be requirement to clerk specialist hearings e.g. Permanent Exclusion, complaints or HR matters at an agreed rate.

The Clerk to the Trustees will:

- a) work effectively with both Chairs and the Joint Heads of Academy (JHoA) before the Board of Trustees meetings to prepare a purposeful agenda which takes account of Department for Education (DfE), Ofsted and local authority issues whilst being totally focused on academy improvements across all key areas
- b) encourage the JHoA and other senior leaders to produce agenda papers on time
- c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferable ten days before the meeting
- d) record the attendance of Trustees at meetings and take appropriate action re: absences
- e) advise the Board of Trustees on governance, legislation and procedural matters where necessary before, during and after meetings
- f) take notes of the Trustees meeting to prepare minutes, including indicating who is responsible for any agreed actions
- g) record all decisions accurately and objectively with timescales from actions
- h) send drafts to the Chair for approval and to JHoA for factual accuracy
- i) copy and circulate the approved minutes to all Trustees within the timescale agreed with the Board of Trustees

- j) advise absent Trustees of the date of the next meeting
- k) keep copies of all board papers including minutes as an archive record on GovernorHub/One Drive
- l) liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the Board of Trustees
- m) chair that part of the meeting at which the Chair is elected
- n) undertake any other relevant duties as agreed with the Chairs or Chair of a committee
- o) keep the Trustees' Handbook up to date
- p) keep record of monitoring visits
- q) keep academy website updated with governance requirements.

### **Membership**

The Governance Professional will:

- a) maintain a database of names, addresses and category of Trustee members and their term of office
- b) initiate a welcome letter being sent to newly appointed Trustees including terms of office and dates of forthcoming meetings
- c) maintain copies of current terms of reference, membership of committees, training records and Trustees' roles and responsibilities
- d) advise Trustees and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner
- e) inform the Board of Trustees of any changes to its membership
- f) maintain Trustee meeting attendance records and advise the Board of Trustees of non-attendance of Trustees
- g) advise that a register of Trustee pecuniary interest is maintained, updated annually and lodged within the academy and that all Trustees have the opportunity to declare any new business interests at every meeting
- h) before confirming start dates, liaise with the HR team to ensure that all new Trustees complete onboarding requirements and check that these have been successfully concluded.

### **Advice and Information**

The Governance Professional will:

- a) advise the Board of Trustees on procedural issues
- b) have access to appropriate legal advice, support, training and guidance
- c) ensure that new Trustees have a copy of the Academy Trust Handbook, the Academy Trust Governance Guide, effective governance resources and any other relevant information
- d) Liaise with JHoA Personal Assistant to ensure statutory policies are in place maintain records of Trustees' correspondence generated by the Clerk.

### **Compliance**

The Governance Professional will:

- a) satisfy all aspects of meeting compliance as stipulated in the Academy Trust Handbook, and in accordance with arrangements agreed by the Board of Trustees
- b) Liaise with the IT department to ensure Trustees' website compliance documentation.

### **Professional Development**

The Governance Professional will:

- a) participate in appropriate training and development
- b) attend regular briefings
- c) keep up to date with current educational developments and legislation affecting the academy's Trustees.

The duties and tasks outlined above are not intended to be exhaustive and other duties may be required from time to time by the principal and in accordance with the operational needs of the academy.



**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Date of next review:** Annually in line with the Performance Management Review process.

## Person Specification

Key Criteria	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>Educated to level 2 GCSE with minimum Maths and English Grade C [or grade 4]</li> </ul>	<ul style="list-style-type: none"> <li>An intermediate or above qualification in IT skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of working in a general administration environment</li> <li>Computer literate, particularly in use of Microsoft Office</li> <li>Working on own initiative and as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of clerking in a trust</li> <li>Experience in an education, compliance, operations, data management or data protection role</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>The understanding and ability to demonstrate the knowledge, skills and behaviours required to fulfil the governance professional role effectively</li> <li>Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit</li> <li>Planning and organising meetings</li> <li>Knowledge, understanding and commitment to safeguarding</li> <li>Understanding of Data Protection and Confidentiality</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication skills written and verbal</li> <li>Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff</li> <li>Ability to work with due regard to confidentiality, data protection and safeguarding at all times</li> <li>Good organisational skills, to include, being able to plan and prioritise work, so that deadlines are met</li> <li>Ability to follow set procedures and use own initiative in a busy environment</li> <li>Ability to work under pressure against changing priorities and competing demands</li> <li>Self-motivated and able to work with minimum supervision and organise/manage own workload and to keep up to date with changes in the working environment.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Professional appearance and conduct.</li> <li>Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.</li> <li>The ability to work under pressure and meet deadlines.</li> <li>Flexible and approachable.</li> <li>Resilient under pressure.</li> <li>High Level of commitment.</li> <li>Loyal and hard working.</li> <li>Adaptable approach, including a sense of humour, and positive attitude towards work</li> <li>Calm, tactful, and collaborative manner</li> <li>Trustworthy and discreet for confidentiality</li> </ul>	

<b>Educational philosophy</b>	<ul style="list-style-type: none"><li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li></ul>	
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