



Job Title: Governance Professional

Salary Type: Permanent

Contract of employment/Place of Work:

Start September 2022 or self-employed.
Three Primary Schools in West
Northamptonshire.

Working Pattern:

Up to 30 governance meetings per annum
plus additional administration tasks in line
with job description. Any statutory panel
meetings would be additional.

Pay:

Grade K-M, Scale point 32-43
(£36,371- £47,665 pro rata £5,655 - £7,413)
dependent on experience

Responsible to: Chair of Trustees

Liaise With: CEO, CFO, Headteachers and
Committee Chairs

We wish to appoint an excellent governance professional to start in September. The successful candidate will be enthusiastic, highly motivated and demonstrate a commitment and passion for support the education of our pupils through highly effective governance.

Prime7 Multi-Academy Trust is a three-school trust that sits at the heart of our local communities. We want our pupils to have a love of learning and strive to offer the best education to inspire them to become life-long learners.

Prime7 Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for a disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

We are an equal opportunities employer.

Purpose of role

Academy Trust Governance Professionals are responsible for overseeing all aspects of governance compliance and effectiveness within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

supporting the efficient and effective operation of the trust board and its committees to deliver the charitable aims of the trust

ensuring governance at all levels is carrying out its functions in line with the scheme of delegation

managing and coordinating the delivery and ongoing improvement of governance support across the trust

ensuring board meetings and committee meetings are efficient and effective and properly recorded

providing advice to directors and board members on constitutional and procedural matters keeping up to date with policy, legal and statutory requirements and managing information effectively

communicating board decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary

satisfying all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Handbook, Company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees

maintaining confidentiality and the security of information and documents as required

ensure the trust board review both the articles of association and scheme of delegation annually in line with up-to-date guidance

maintaining a record of attendance at meetings and training sessions by members, trustees, governors and governance professionals

ensuring systems and controls are in place to comply with obligations under data protection legislation, safeguarding guidelines and health and safety legislation

compliance with education legislation, funding agreements, charity legislation, company law and other relevant legislation and regulations

Main duties and responsibilities

Effective organisation and administration of trust governance meetings

The governance professional clerks the meetings of the members, trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:

- keeping the board focused on its core strategic priorities
- setting the cycle of trust board and committee meetings and preparing focused agendas
- produce accurate minutes that reflect the quality of discussion and record challenge and clear actions worthy of scrutiny by bodies such as the ESFA and Ofsted
- ensuring all meetings are inclusive, well-structured and responsibilities lie within the scheme of delegation
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Handbook, and in accordance with arrangements agreed by the board of trustees

Advice and guidance

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

- the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
- best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
- the application of policies, procedures and relevant legislation/guidance across the trust

Manage statutory information and governance documentation

Governance professionals should act as gatekeepers for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g., on the trust and/or school website) and in line with statutory requirements
- working alongside the CEO and CFO to ensure that governance-specific risks are included in the trust's risk register
- managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- 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 ensure the efficiency and effectiveness of the trust's governance framework, governance professionals are responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- overseeing member, trustee and academy committee member recruitment as required, advising on election and appointment procedures
- working with the MAT administrator to ensure that new governors and trustees are appointed in the appropriate way
- developing a trust-wide induction process for those governing which includes access to the relevant training as part of induction
- supporting the recruitment and implementation of local tier interim advisory committees where these are considered necessary

People and relationships

Governance professionals 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 academy committee chairs) to ensure strong links between the trust board, members and the local tier
- maintaining effective communications with relevant stakeholders

PERSON SPECIFICATION GOVERNANCE PROFESSIONAL

Criteria	Essential	Desirable
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to organise complex material and to understand and assimilate new information. Ability to take accurate minutes and maintain efficient record keeping systems. Good communication, literacy and IT skills. Professional manner and ability to instil confidence through communication. Ability and willingness to work individually using own initiative. Ability to organise time and work to deadlines. 	<ul style="list-style-type: none"> NGA Level 3 Certificate in the Clerking of School & Academy Governing Boards/certificate in charity law and governance or equivalent. Ability to develop and maintain contacts with outside agencies.
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of education/charity/parish governance procedures and/or experience, which demonstrates the ability to gather and analyse information for research purposes. Able to evidence a good standard of English Experience of maintaining and manipulating computerised and/or hard copy data/information. Experience of writing agendas and reports Experience of producing accurate and effective minutes. Awareness of data protection legislation to handle information securely in a confidential and impartial manner. 	<ul style="list-style-type: none"> Knowledge of the respective roles and responsibilities of the chair of governors, governing board, headteacher, and the responsibility of the Governing Board/Trustees of Academy Schools Knowledge of education legislation, guidance and legal requirements. Knowledge of Multi Academy Trusts
Personal Qualities	<ul style="list-style-type: none"> Ability to demonstrate and maintain integrity, impartiality and confidentiality. Must be able to multi-task, prioritise and plan effectively. Ability to work under pressure Willingness to attend further training and development opportunities 	

Notes:

This job description may be amended at any time in consultation with the postholder.

For further information, please visit www.prime7.org.uk if you wish to find out more about the role, please contact Rachel Gallyot, CEO at ceo@prime7.org.uk or call 01295710218.

How to Apply

To apply for this position, please complete the Trust Application Form that can be found at <https://www.prime7.org.uk/current-vacancies/> and submit, together with a letter of application. Please return by email to Lisa Macdonald lisa.macdonald@mcpa.prime7.org.uk or by post to Prime7 MAT, C/O Middleton Cheney Primary Academy, Main Road, Middleton Cheney, Banbury, Oxon, OX17 2PD.

Closing Date for Applications: 31st May 2022

Interviews to be held: Either 6th or 20th June 2022