JOB DESCRIPTION

Job Title:		**Governance Support Manager**			
JE Code:	A4597	**Evaluation:**	526 points	**Grade:**	N7
Effective Date:	September 2026		**Status:**	Final	
Responsible to:		Head of Governance			
Responsible for:		N/A			
Job purpose:		To provide an effective advisory and administration service to the trust, its academies and NEAT Active Ltd in relation to corporate governance, policy, and information governance.			

Job Purpose:

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. **Corporate Governance**
   - In conjunction with the Head of Governance, organise an annual schedule of governance meetings and plan the associated business.
   - Act as the governance professional/clerk for committees and networks established by the trust's Board of Directors as directed by the Clerk to the Directors (typically local governing committees, admissions, exclusions, complaints and staffing matters).
   - Support the efficient and effective administration of the above meetings including preparation of draft agendas and minutes and following up agreed actions.
   - Provide advice to the above meetings on governance, constitutional and procedural matters and on the content of papers, seeking further guidance from third parties as necessary.
   - Take a lead role in developing and facilitating the role of local governors in school-level scrutiny and evaluation to ensure effective quality assurance on behalf of the trust's board of directors.
   - Contribute to the development of a comprehensive reporting framework to ensure that all layers of governance have appropriate evidence to hold executive and academy leaders to account and provide support and challenge.
   - Contribute to the development and implementation of recruitment, onboarding, induction, development and appraisal processes for governance volunteers and ensure the single, central records of recruitment and vetting checks are updated accurately and on a timely basis.
   - Develop and maintain information assets and collect, compile and present data both manually and electronically in order to ensure accurate and up-to-date records and meet statutory reporting and information publication requirements.

- Develop and maintain systems, operating procedures and guidance to enable paperless governance and ensure governance volunteers can work from anywhere, ensuring effective data protection and information security as directed by the Head of Governance.
- Contribute to developing a framework for the trust's internal evaluation of governance and participate in any external reviews of governance, taking responsibility for key actions arising.
- Research and review best practice in relation to corporate governance and contribute to the development of an appropriate response across the NEAT Group, taking responsibility for formulating and implementing key changes.
- In conjunction with the Head of Governance, plan, organise and evaluate the impact of the annual governance CPD programme, networking events and conference and support the design and delivery of training, briefings and communication.
- Liaise with external organisations regarding the trust's governance arrangements including the Church of England Dioceses and support services.

2. Policy

- Develop and maintain systems, operating procedures and guidance to support the development, approval and publication of the policy framework for the trust, its schools and trading subsidiary in line with statutory and non-statutory guidance and best practice.
- Co-ordinate the development, effective implementation and review of trust-wide policy, procedures and operational practice, and lead on the development, implementation and review of school model policies.
- Provide support to policy authors, undertaking research, drafting routine updates and supporting consultation processes where required.
- Design and deliver briefing and training to staff and other stakeholders as required on policy matters

3 **Information Governance**

- Act as the Single Point of Contact for the trust, its academies and NEAT Active Ltd on information governance, seeking specialist advice from the appointed Data Protection Officer
- Provide support in reviewing and updating the content of trust policies and procedures that support information governance requirements.
- Co-ordinate the accurate and timely maintenance of the information asset registers and ensure that privacy notices are updated and data protection impact assessments are carried out as appropriate.
- Co-ordinate responses to data subjects exercising their statutory rights (including subject access requests) and to parties making freedom of information requests.
- Investigate information security breaches and support the implementation of agreed actions across trust, its academies trading subsidiary.
- Provide support to ensure that the trust proactively publishes the information set out in its Information Publication Scheme and school and trust websites are compliant with statutory requirements
- Design and deliver briefing and training to staff and other stakeholders as required on information governance matters

Trust responsibilities

1 Work to fulfil the vision and values of the trust.

2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.

3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.

4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.

6 Participate in appraisal, training and development and other activities that contribute to performance management.

7 Attend and participate in regular team and 1:1 meetings.