



***Candidate Brochure
School Governance Professional***



THE DEAN TRUST
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School Governance Professional

Job Summary

To support effective governance by providing and maintaining an effective clerking support service to two local governing committees in Wigan.

SALARY:

Grade 7, SCP 20-25

FTE £32,597 - £36,363

Actual salary - £10,562 - £11,783 per annum

START DATE:

As soon as possible

WORKING PATTERN:

14 hours per week, term time only plus one week.

CONTRACT:

Permanent

LOCATION:

Dean Trust Wigan with regular home working

RESPONSIBLE FOR:

Maintaining an effective clerking support service.

ACCOUNTABLE TO:

Headteacher and Head of Governance

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

To provide advice to the governing body on governance, constitutional and procedural matters and to provide effective administrative support to the governing body and its committees.

Key Responsibilities

Effective administration of meetings

- To support the LGC in the scheduling of meetings in line with the guidance issued by the Trust
- To agree agendas with the Headteacher and the Chair in line with the trust model agenda
- To attend all LGC and committee meetings and produce accurate minutes within agreed timescales and in line with the trust protocols
- Record the attendance of governance at meetings and escalate any issues to the HoG
- To ensure meeting paperwork is submitted and circulated within the trust agreed timescales
- Follow up any agreed action points with those responsible and inform the chair of progress
- Maintain a schedule of policies, ensuring that Headteachers are alerted when policies are due for review and ensuring that approved policies and key documents are published on the website when required.

Provide advice to the local governing committee

- To advise the LGC on the delivery of its core functions and ensure it operates within the Trust's agreed protocols and procedures
- To develop and maintain effective professional working relationships with the Chair of the LGC, Governors and the Headteacher.
- To promote effective governor visits and ensure records of these are kept
- Act as first point of contact for governors with queries on procedural matters

- Where necessary seek guidance from the Head of Governance on behalf of the governing committee
- Offer advice on best practice in governance, including on meeting practices and self evaluation
- Input to the annual calendar of governing committee meetings and tasks
- To support new governor recruitment and induction, including by advertising vacancies, sending out appointment letters, working with school staff to ensure DBS checks are completed, setting governors up on GovernorHub and ensuring they know how to access their account, and ensuring new governors have access to current guidance and timely and appropriate training.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

Membership

- Maintain accurate records for the LGC in relation to governor appointments, terms of office, attendance, training, pecuniary interests, resignations and any change in governor details, and ensure that both the website and 'Get Information About Schools' is kept up to date.
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Advise the governing committee on succession planning

Manage Information

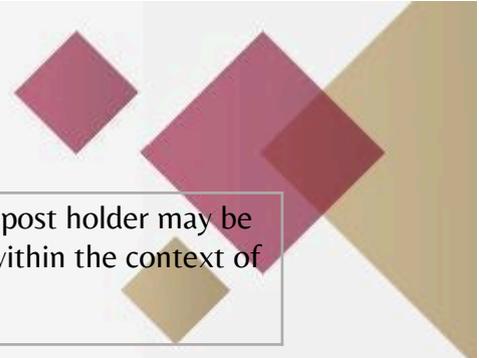
- Maintain records of committee membership and any nominated link governors
- Ensure that a record of approved minutes is kept on the Governors Portal and are made available on request;
- Maintain records of any governing committee correspondence
- Maintain the Governors' Portal

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Participate in regular performance management

Additional Services

- To attend exclusion reviews and produce accurate minutes in line with agreed time scales and trust protocols
- Assist with the elections of parent and staff governors
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the governing committee from time to time

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- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

All employees have the responsibility to:

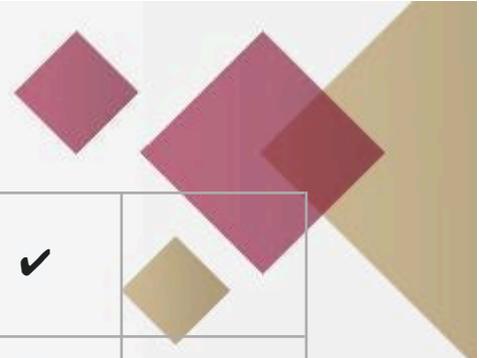
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

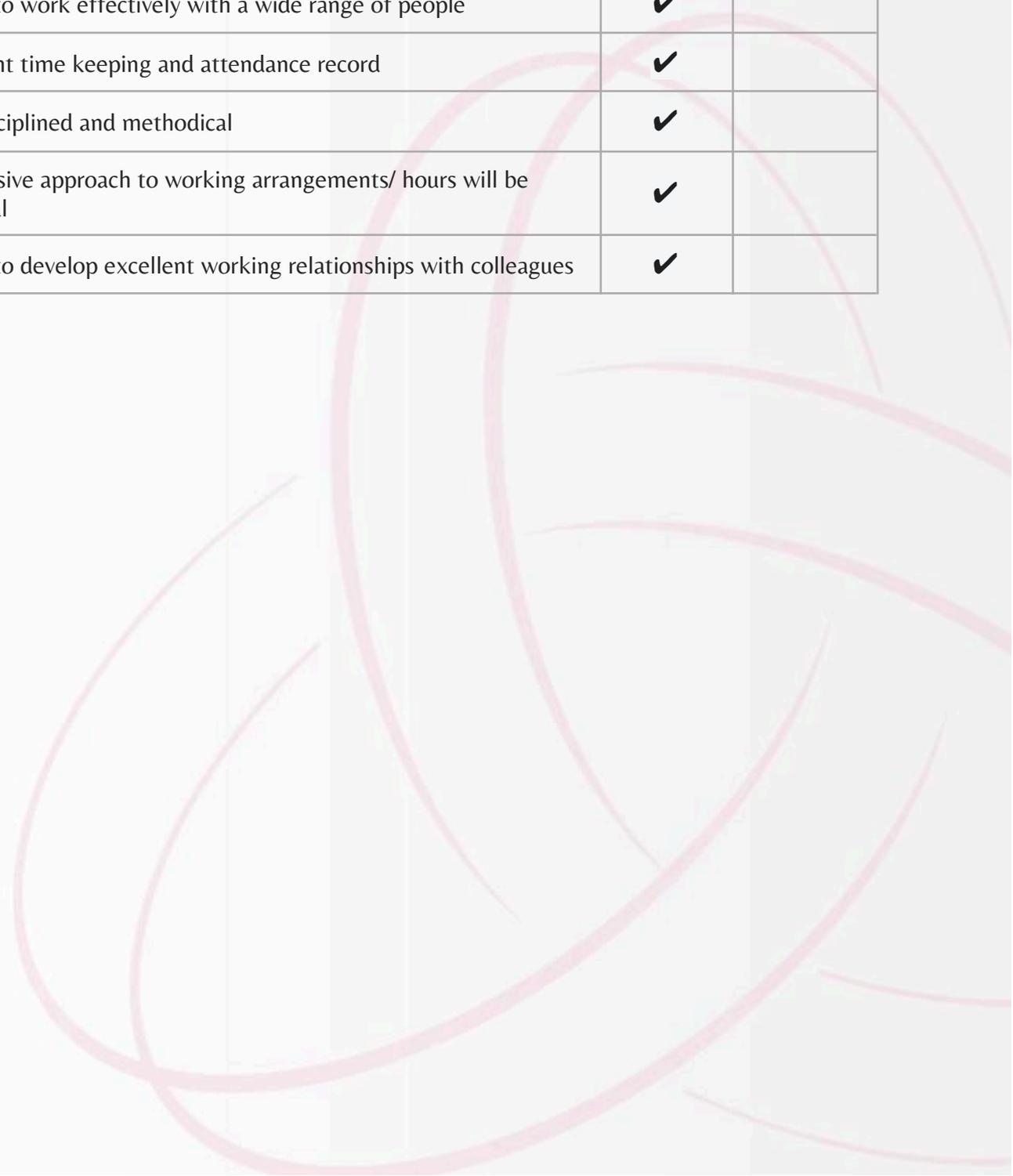
Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
GCSE's in English and Maths Grade A* - C or equivalent	✓	
Willingness to undertake a professional qualification if not already completed		✓
Experience		
Administration	✓	
Preparing meeting agendas and papers	✓	
Taking minutes	✓	
Experience of working in a sensitive environment and respecting confidentiality at all times.	✓	
Knowledge		
Experience of establishing strong relationships across a range of stakeholders	✓	
Knowledge and understanding of governance roles	✓	
Knowledge and experience of establishing and maintaining effective systems and databases	✓	
Knowledge of how a multi - academy trust operates		✓
Skills and abilities		
Excellent planning and organisation skills	✓	
Good attention to detail	✓	



Able to converse at ease and provide advice in accurate spoken English Strong IT skills	✓	
An enthusiastic, proactive and positive attitude	✓	
Flexible, adaptable and willing to meet the needs of the governing committee and Trust	✓	
Ability to handle confidential information with discretion	✓	
Highly effective listening, verbal and written communication skills	✓	
Ability to work effectively with a wide range of people	✓	
Excellent time keeping and attendance record	✓	
Self disciplined and methodical	✓	
Responsive approach to working arrangements/ hours will be essential	✓	
Ability to develop excellent working relationships with colleagues	✓	



How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: 9:00am, Friday 3rd October 2025

Interview Date: To be confirmed

If you have any queries, please contact the HR team on 01942 510712 x 8010 or email Riasheridan@deantrustrosebridge.co.uk

