



Post Title	Senior Governance and Compliance Officer
School / Organisation	Avanti Schools Trust
Location	Stanmore
Grade	Grade 11, £48,031 - £51,036 per annum
Hours	Full-time + evening meetings
Contract Type	Permanent
	Year-round
Reports to	Head of Governance
Preferred Start Date	October / November 2024

MAIN PURPOSES OF THE JOB

To support, assist and where necessary deputise for the Head of Governance in the provision of

- Strategic leadership of Trust governance and compliance;
- Continued development and embedding of the high-quality governance infrastructure of the Trust, driving continuous improvement in governance and compliance systems, processes and structures, ensuring these are sustained and sustainable into the future and ensuring that the Trust operates in line with these;
- Governance support and advice on good governance and compliance practice to colleagues across the Trust and in particular to:
 - the Trust Board
 - Chief Executive
 - Senior Leadership Group (including school Principals)
 - Chairs and Members of School Stakeholder Committees (SSCs).
- Management of the Trust's formal complaints arrangements.
- Management of the Trust Policy Review process.

RESPONSIBILITIES OF THE JOB

Strategic Leadership of Trust Governance

As directed by the Head of Governance, support effective and clarity of decision-making through assistance with:

- Administration of the Trust's annual/termly cycle of meetings, (including the AGM and SSCs)
- Timely publication of the annual Calendar of Meetings and the Strategic Themes aligned to this
- Effective agenda business planning and management;
- Timely production of the Board and Committee agenda, and accurate minutes of meetings
- Occasional reporting on governance and related matters directly to Trustees, Board Committees and the CEO
- Responsibility for management, development and maintenance of the Governor Hub including supporting colleagues and Trustees/SSC Members in their use and understanding of the system
- Advising executive colleagues of actions agreed upon following meetings of the Board/Board Committees and monitoring of progress in relation to that through the RAG rated Outstanding Actions List;
- Management, development and review of governance processes and documentation taking account of best practice and/or statutory or regulatory requirements. This includes:
 - Scheme of Delegation,
 - Accountability Framework
 - Trust Articles



- Succession Planning
- Recruitment and appointment of Trustees and SSC Members
- Trust policies and procedures
- Skills audits
- Annual Chairs and Trustee appraisal
- Governance satisfaction surveys
- Supporting and advising colleagues and Trustees on governance legislation, regulatory requirements, and procedural matters
- Assistance in supporting the Trust's internal scrutiny function.

Supporting and advising the Board and CEO

- The postholder has personal responsibility for clerking Trust Board Committee(s) and will occasionally be required to deputise for the Head of Governance as Clerk to the Board
- Working collaboratively with Executive Leadership to support the strategic objectives of the Trust and, subject to the direction of the Head of Governance, support drafting, formatting and reviewing of documentation for submission to the Trust Board/Trust Board Committees;

Trustee and SSC Member Training and Induction

To assist and support

- Trustee and SSC Member recruitment and appointment, induction, training and oversight of all records related to that on Governor Hub.
- Delivery, monitoring, and review of the annual programme of training for Trustees and SSC Members.
- Management of Trustee, SSC Member (and other) registrations and subscriptions for NGA, NGA Learning Link and The Key Knowledge, including annual evaluation and report on use and value for money of these facilities;
- Where required, delivery of governance and related training to Trustees/SSC members and liaising with senior colleagues and Heads of Service regarding occasional delivery of training in their area of expertise.

Staff Support

- Regular liaising with and support of external Professional Governance SSC Clerks.

Support for School Stakeholder Committees

- Support School Stakeholder Committees with drafting termly Model Agenda
- Liaising, supporting and advising SSC Clerks, Chairs, SSC Members and Principals in understanding the SSC remit, constitution, process, termly agenda and expectations of Trustees
- Ensuring smooth and consistent SSC functionality in line with the requirements of the Trust Board
- Personal responsibility for up to four SSCs including Clerking

Formal Complaints

- To support the Head of Governance in their capacity as Trust Complaints Officer.

Policy review

- To support the Policy Management and Review process, including maintenance of the Trust Policy Register, advising colleagues and Trustees as required on correct process and delegations.

Compliance

- To support governance and related compliance including process and procedures including occasional support for the Trust Compliance Officer and Company Secretary.

The postholder is a key point of contact for queries relating to governance within and externally to the Trust and is required to be proactive in supporting the Head of Governance and CEO.



PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	Educated to degree level or equivalent experience	X	
2.	Previous senior level experience of supporting/managing governance processes at Board level within a Multi Academy Trust or broader Education Sector	X	
3.	Thorough grasp of governance regulation and legal requirements to which Multi Academy Trusts are subject	X	
4.	Senior level experience of agenda management and preparing high-quality supporting reports and minutes.	X	
5.	Proven successful track record of relationship management with external organisations, senior colleagues and Trustees	X	
6.	Excellent communication and mediation skills: able to provide effective communication with stakeholders at all levels, especially through a period of significant change	X	
7.	Previous experience in managing staff	X	
8.	Experience in managing a formal complaints process (including training in managing conflict, difficult situations, customer care etc)	X	
9.	Knowledge of risk management		X
10.	Excellent ICT skills - ability to produce a range of reports and provide information in a practical and understandable format	X	
11.	Understanding and commitment to safeguarding and promotion of the welfare of children and young people and ensuring they are protected from harm	X	
12.	Excellent self-management, including time management, working under pressure and meeting deadlines	X	
13.	Experience in delivering training to stakeholders		X
14.	Understanding of the Trust's ethos, values and vision		X
15.	Commitment to professional development to improve own practice/knowledge		X
16.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf</p>