

Job Description

Title of post	Senior Governance Professional
Salary	NJC Grade I (scale 23-27), term-time only + three weeks £35,570 - £39,481 FTE (Actual salary £31,995 - £35,513)
Hours of work	Full-time, 37 hours per week, term-time only + three weeks
Line manager and responsible for reviews	Governance Lead

Purpose of the Post

Northern Star Academies Trust is committed to attracting and retaining the very best people to serve our Trust Partnership.

The Senior Governance Professional will work as part of a small, expert governance team, to ensure that the governance arrangements across the Trust remain compliant and operate with the efficiency required to deliver our strategic priorities.

Working closely with the Governance Lead, they will deliver a first-class support service, providing advice and guidance on procedural and regulatory compliance and best practice for all members of the Trust's governing body. This role encompasses administrative, governance and compliance responsibilities, requiring excellent judgement and the ability to uphold the highest standards of practice across the Trust.

Main Duties/Responsibilities

- Advise Trustees and Community Hub Partnership Members, when required, on governance, constitutional, legal, and procedural matters, ensuring the Trust meets its statutory requirements.
- When providing advice, exercise sound judgement, rooted in policy and guidance, always remaining objective and neutral. When appropriate, seek direction from the Governance Lead.
- Monitor and keep up to date with relevant legislation, the regulatory environment, and best practice within the Multi Academy Trust sector and governance framework.
- Responsible for agenda planning, meeting preparation, attendance, report submission and constitution. Provide clerking support, ensuring minutes and actions are accurately recorded.
- Co-ordinate the process for the recruitment, induction and training of new members of the Trust's governance community, as required.
- Develop and maintain effective communication systems for all layers of governance, fostering positive working relationships, respecting the often-confidential nature of the role.
- Implement policy adherence and accurate, compliant record-keeping.



- Arrange and support resolution committees (e.g. panel hearings and appeals for complaints, pupil exclusions, staff disciplinary), providing paperwork for all relevant parties within the statutory deadlines and providing accurate minutes to the hearing.
- Provide advice and practical support for colleagues on data protection/breaches, Freedom of Information and Subject Access requests, ensuring adherence to compliance guidance.
- Monitor and support adherence to the policy review framework and provide support and guidance to ensure that school websites are compliant and up to date.
- Engage fully with opportunities for professional growth to fulfil personal potential and be able to participate effectively in the implementation of our Trust's strategic priorities. Undertake appropriate and regular training to improve knowledge, practice, skills and expertise.
- Undertake any other reasonable duties as requested by the Lead Governance Professional, which may include some general administrative tasks for the Trust team.
- Attendance at governance meetings is an essential requirement of the role and as Board Committee meetings are sometimes after school, there will be occasional early evening work.
- Meetings may be online or in person and the postholder needs to be flexible to accommodate this and able to travel to schools within the Trust on occasion.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

Northern Star Academies Trust

77 Gargrave Road, Skipton, BD23 1QN, North Yorkshire | 01756 707600 | info@nsat.org.uk | www.nsat.org.uk

Northern Star Academies Trust is a charitable company limited by guarantee. Company number: 0755353