

Job Description

Title of post	Senior Governance Professional
Salary	NJC Grade I (scale 23-27), term time only + two weeks (£33,366 - £37,035) (actual salary £29,308 - £32,531)
Hours of work	Full Time 37 hours per week, Term Time Only + two weeks
Line manager and responsible for reviews	Director of Corporate Affairs

Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership.

The Senior Governance Professional will deliver a professional support service, directly advising and aiding school local governors and Board Trustees. This role requires efficient and effective reporting of governing body meetings and Board committees, encompassing all relevant administrative and governance responsibilities.

Main Duties/Responsibilities

General: Senior Governance Professional

- To provide advice to local school governors and trustees when required on governance, constitutional, legal, and procedural matters, ensuring the Trust meets its statutory requirements.
- Monitor and keep up to date with relevant legislation, the regulatory environment, and best practices within the Multi Academy Trust governance framework.
- Lead meeting preparation, attendance, report submission and constitution. Accurately record minutes and action points.
- The Senior Governance Professional will establish and maintain effective communication systems for all layers of governance, develop and maintain positive working relationships, observing confidentiality where necessary.
- Assess facts, opinions, and situations accurately and exercise sound judgement, always remaining objective and neutral.
- Advise governors and (as required) trustees on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process, to include attending the hearing to provide advice and accurately minute the proceedings.

- Be responsible for managing all resolution committees e.g., complaints, collating and distributing paperwork to all relevant parties inside the statutory deadlines and providing accurate minutes to the hearing.
- Collaborate with chairs of local governance bodies to collate annual planners and meeting agendas.
- Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills, and expertise.

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.



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