



JOB DESCRIPTION

JOB TITLE: TRUST COMMUNICATIONS AND GOVERNANCE ASSISTANT

GRADE: G

REPORTS TO: NOMINATED TRUST EXECUTIVE OFFICER

WORKING WITH: CENTRAL EXECUTIVE TEAM, HEADTEACHERS & ACADEMY STAFF AND GOVERNORS ON THE LOCAL GOVERNING BODIES

HOURS: 15 - 25 PER WEEK, TERM TIME ONLY PLUS UP TO 2 WEEKS SPREAD ACROSS THE WEEK WITHIN SCHOOL HOURS PLUS FLEXIBILITY TO SUPPORT LOCAL BOARD MEETINGS OUT OF HOURS

This is a combined role:

To proactively support the continued development of our governance arrangements across the Trust by aiding the Governance Support Officer in delivering and overseeing aspects of governance compliance and effectiveness within the Trust's academies; this includes clerking responsibilities. Flexibility will be required to attend out of hours scheduled local governing body meetings with adequate notice and within reason (approximately 12 times per year). As well as providing administrative support to the Central Executive Team.

TRUST GOVERNANCE RESPONSIBILITIES:

Providing clerking/administrative services to the local governing body of nominated academies within Sussex Learning Trust; supporting the Governance Support Officer in delivering and overseeing all aspects of governance compliance and effectiveness within the Trust's academies. Flexibility will be required to attend out of hours scheduled local governing body meetings with adequate notice and within reason. You will be expected to show flexibility and may on occasion be requested to provide temporary clerking support for other committees of the Trust upon request. Main responsibilities include the following:

- Proactive clerking administration, including but not limited to the production, sign off and distribution of accurate and timely agendas, minutes and other papers as required.
- Advise the local governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Chair that part of the meeting at which the Chair is elected.
- Maintain an up to date database of names, addresses, terms of office, declarations of interests,

and categories of local governing body members and their term of office and notify the Governance Support Officer of changes in constitution of the local governing body.

- Be responsible for the proactive recruitment and on-boarding/off-boarding procedures with regard to local governors, ensuring all safeguarding procedures are followed at all times.
- Maintain governor records on academy website governance pages in accordance with statutory guidance.
- Advise the local governing body on procedural issues, where appropriate accessing appropriate legal advice, support and guidance to ensure that governors have access to relevant information and ensuring that statutory policies are in place and regularly reviewed by Leadership and the local governing body following Trust approval and storage procedures.

ADMINISTRATIVE RESPONSIBILITIES:

Support the Central Trust Executive Team with administration. Specific responsibilities include:

- Take administrative responsibility for the Trust database of Trust-wide and academy specific policies, ensuring the need for review is brought to the attention of the responsible officer in a timely manner.
- Ensure the most up to date versions of policies are circulated to all academies and published on Trust and local academy websites once ratified.
- In conjunction with the Trust Communications Adviser, develop a Trust template for policies and wider official documentation and ensure that new and / or amended policies and wider Trust documents are formatted in the agreed style; reformatting existing policies that are not due to be reviewed in the next 6 months.
- Proof read executive papers and brochures and support the creation of marketing materials that are consistent with brand identity.
- Take a lead role in development of and uploading of material to the Trust's website ensuring brand identity and organisational values resonate throughout.
- Organise, review and develop the Central Exec Team year planner and provide other administration support that facilitates effective use of chief officer time.
- Provide administrative support in organising central Trust meetings or events.
- Minute formal meetings as required, this includes but is not limited to supporting the CPO with the JCNC meeting cycle.

Professional Development:

- Proactively seek ways to improve performance and expand knowledge of the Trust, legislation affecting school governance and wider educational developments.
- Carry out other duties compatible with the post as agreed with the central executive team or at the request of the Governance Support Officer.