



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

TRUST GOVERNANCE MANAGER

JOB DESCRIPTION

JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

JOB SUMMARY

1. Manage operational functions with regard to Trust Governance.
2. Support strategic developments with regards to Trust Governance.
3. Support the Governance and statutory compliance requirements with regards to the management and organisation of Governance meetings for the Trust and its associated companies/charities, enabling these to be undertaken in a regulatory compliant, professional, and effective manner.
4. Lead on the development and implementation of Governance systems, projects, and processes to ensure the Trust and its associated companies/charities meets its statutory and regulatory obligations, in line with service development priorities and standards.
5. Oversee the recruitment, retention and succession planning of Governance stakeholders through the responsibility of the Trust's Governance Recruitment Strategy, Recruitment Plan, and any associated actions.
6. Be responsible for the statutory compliance and Governance requirements placed upon the Trust with regard to the organisation of Pupil Discipline Committee (PDC) and Complaint Panel Hearing (CPH) meetings for the Trust, ensuring these are undertaken in a regulatory compliant, professional, and effective manner.
7. Be responsible for a defined number of Governance meetings, through the design, implementation, and maintenance of effective Governance systems.
8. Liaise with all stakeholders involved in the Governance meetings providing Governance advice to Trustees, Governors, Executive Directors and other key stakeholders on Governance compliance requirements, meeting arrangements and Governance procedural rules.
9. Support the preparation of Governance for inspections and external assurance reviews, contributing to organisational readiness.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Governance Framework

- 1.1 Support the annual review of the Trust's Governance Handbook to ensure it reflects the needs of the Trust and reflects the statutory requirements of the DfE Governance Handbook and Academy Trust Handbook.

- 1.2 Ensure the annual Governance Calendar includes the appropriate scheduling of all Member, Trustee meetings.
- 1.3 Produce the annual Governance Workplan for Local Accountability Boards, that discharges statutory requirements and our Scheme of Delegation.
- 1.4 Produce the annual Governance Calendar and Workplan for the Trust's associated companies/charities.
- 1.5 Carry out annual Governance Framework reviews for the Trust and its associated companies/charities including the Terms of Reference and Code of Conduct.
- 1.6 Support the development and implementation of Standard Operating Procedures for the Trust and its associated companies/charities, including the establishment and monitoring of service standards. Ensuring meetings are to statutory and regulatory requirements and meet high professional standards.
- 1.7 Monitor Governance records, controls, databases (including GovernorHub) and public information (including the charity commission, companies house, GIAS and the Trust website) to ensure statutory and regulatory compliance.
- 1.8 Support the development of the Governance function for the Trust and its associated companies/charities through leading and supporting relevant projects that ensure continuous service development and improvement.
- 1.9 Support the Head of Governance and Assurance by leading on the development of a Quality Assurance framework for Governance to monitor standards within the Trust and its associated companies/charities as necessary.

2 Governance Meetings

- 2.1 Be responsible for the Governance support of Star Academies Trust and its associated companies/charities meetings including the Annual General Meeting, Board of Trustees, and any direct Committees.
- 2.2 Ensure all meetings have an Agenda in place that discharges their workplan. Provide management oversight and support the co-ordination, compilation, and circulation of reports with management of the Governance Support Officer.
- 2.3 Lead on the quality assurance process of minutes ahead of distribution to leads and chairs.
- 2.4 Be responsible for ensuring the arrangements, development, and discharge of statutory requirements with regards to the management of Pupil Discipline Committee meetings. Liaising with key stakeholders to ensure best practice is maintained in the organisation of Pupil Disciplinary Committee meetings.
- 2.5 Be responsible for ensuring the appropriate arrangements with regards to the management Complaint Panel meetings for the Trust. Liaising with key stakeholders to ensure best practice is maintained in the organisation of all Complaint Panel meetings.
- 2.6 Ensure appropriate guidance and best practice is embedded across all statutory meeting arrangements.
- 2.7 Provide procedural advice, as required, to ensure the Trust is meeting all statutory and compliance requirements in collaboration with the Head of Governance and Assurance.

3 Membership

- 3.1 Support the development and lead on the implementation of the Governance recruitment strategy for the appointment of Members and Trustees appointed by the Trust and its associated companies/charities.
- 3.2 Lead on the implementation of succession planning activities for appointed members and Trustees to ensure sustainability, continuity and institutional memory.
- 3.3 Support the design and delivery of any Governance training initiatives, especially around statutory meetings and the Trust's code of conduct.
- 3.4 Ensure all Governance applications are processed with regard to statutory requirements, including the undertaking of suitability background checks and DBS applications. Ensure these are renewed as required.
- 3.5 Provide inductions and support to all new Governance roles.

4 Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
2.	A Level/NVQ Level 3 (or equivalent).	E	✓	
3.	Educated to degree level or equivalent or significant experience in a relevant field.	E	✓	
4.	Evidence of continuous professional development and training.	E	✓	
EXPERIENCE AND IMPACT				
5.	Experience of policy and procedural development, with implementation within a statutory or professional environment.	E	✓	
6.	Previous line management or Team Leader experience in a professional office environment.	E	✓	
7.	Experience of managing the contributions of others, across an organisation, to meet a project or work requirement.	E	✓	
8.	Experience of managing own workload and solving problems to ensure a high standard of service.	E	✓	
9.	Experience of line management of a professional team.	E	✓	
10.	Experience of producing meeting papers and minutes in a statutory or professional environment.	E	✓	
11.	Experience of supporting Governance within a statutory or professional environment.	D	✓	
12.	Experience of working within the education sector.	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Excellent written skills and experience in writing professional documents.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
14.	Excellent organisational skills.	E	✓	✓
15.	Ability to manage meetings through video conferencing and to distribute all papers for meetings to all participants electronically.	E	✓	✓
16.	Ability to build effective working and professional relationships with Trust colleagues at all levels, Trustees, School staff, Local Governors and other key stakeholders.	E	✓	✓
17.	Ability to work effectively to deadlines and manage contributions from others.	E	✓	✓
18.	Excellent analytical skills, good attention to detail and experience in maintaining accurate records.	E	✓	✓
19.	Understanding of relevant Governance and statutory compliance requirements.	E	✓	✓
20.	Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector.	D	✓	✓
21.	Competent in the use of MS Office suite, including for the production of professional looking documents, and establishing and maintaining databases.	E	✓	✓
22.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
23.	Ability to attend evening meetings, as required.	E	✓	✓
PERSONAL QUALITIES				
24.	Commitment to personal and professional growth and striving for excellence.	E	✓	✓
25.	Commitment to motivate and inspire others through positivity and integrity.	E	✓	✓
26.	Emotional resilience and adaptability in a fast-paced environment.	E	✓	✓
27.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
31.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
32.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
33.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓