

## Smart Multi-Academy Trust

### Governance Officer – Job Description

<b>Post Title</b>	Governance Officer
<b>Grade</b>	N7
<b>Salary</b>	£28,875 to £32,029 per annum Pro-Rata £23,100 to £26,623 per annum
<b>Hours</b>	Permanent 08 FTE /4 days (29.6 hours per week)
<b>Primary Location</b>	Split Central Office/Home working, with travel to school locations when required
<b>Responsible To</b>	Chief Executive Officer
<b>Job Purpose</b>	To provide advice and guidance on governance, constitutional and procedural matters for Smart Multi-Academy Trust (referred to as “the Trust”). The post-holder will be required to manage and deliver a range of governance activities from clerking strategic leadership meetings, driving through Governance improvements, providing oversight and guidance on procedures, policies and compliance.

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### General

1. Lead the Central Office functions of the Trust in all areas of Governance and compliance.
2. Effectively manage information in accordance with legal requirements for the Trust.
3. Work collaboratively between the Smart Board of Trustees (“TB”) and our schools’ Smart Local Governing Boards (“LGB”).

#### Strategic Guidance

4. Provide guidance to ensure that the TB/LGB works in compliance with the appropriate legal and regulatory framework, understanding the potential consequences for non-compliance.
5. Advise on procedural matters relating to the operation of the TB/LGB.

#### Governance

6. Advise the TB/LGB on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance, while;

7. Effectively facilitate the use of Trustees/Governors time at a strategic level.
8. Advise the TB/LGB on relevant legislation and procedural matters where necessary before, during and after meetings.
9. Remain current on Academies Financial Handbook requirements, and seek appropriate legal or other third party advice/guidance where necessary.
10. Inform the TB/LGB of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
11. Advise the TB/LGB on the regulatory framework for governance (relevant acts and regulations, DfE recommendations and guidance, Articles of Association, funding agreement and Academies Financial Handbook).
12. Lead on best practice in governance, including subcommittees of TB/LGB, delivering necessary changes across the Trust.
13. Prepare and circulate the annual calendar of TB/LGB meetings and tasks.
14. Manage new trustees/members/governors induction process, including sending of materials and ensuring they have access to appropriate documents, including Code of Conduct.
15. Advise the TB/LGB on their responsibilities in relation to policies, ensuring there is a process in place for the review of policies, their timely and necessary publication on school and trust websites, as per statutory guidelines.
16. Review and update policies where required.
17. Act as Company Secretary, registered with Companies House.

### **Effective Administration of Meetings**

18. With the Chair and either CEO or Headteacher where applicable, prepare a focussed agenda for TB/LGB meetings and facilitate those meetings.
19. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the Articles of Association.
20. Prepare briefing papers for the TB/LGBs, as necessary.
21. Ensure meetings are quorate.
22. Record the attendance at meetings, and take appropriate action in relation to absences.
23. Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, obtaining Chair formal signature.
24. Circulate the reviewed draft to all trustees/governors and the Headteacher (if not a trustee) as agreed and within the timescale agreed with the TB/LGB.
25. Clerk any statutory appeal committees/panels the TB/LGB is required to convene (e.g. Stage 3 Complaints).

### **Membership**

26. Advise TB/LGB where appropriate, in advance of the expiry of a trustees/members/governors' term of office and the impact of this on the TB/LGB's capacity and skills mix.
27. Establish, in discussion with the TB/LGB, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner.

28. Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
29. Collate and maintain information about trustees/members/governors such as any pecuniary interests and non-disclosure agreements.
30. Maintain TB/LGB meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
31. Take responsibility for the induction of new governors and trustees, ensuring they have access to all relevant documents and information.
32. Assist with the elections of trustees/members/governors.
33. Conduct TB/LGB skills audits and advise on training requirements.

### **Manage Information**

34. Maintain up to date records of the names, addresses and category of trustees/members/governors, and their term of office, and inform the TB/LGB of any relevant authorities of any changes to its membership.
35. Maintain copies of current terms of reference and membership of any committees, especially membership with specific oversight of a key area e.g. SEND.
36. Submit a record of signed minutes of meetings to the Trust/school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
37. Maintain complete and accurate records of all meetings and documents submitted/shared.
38. Manage the flow of information between the TB/LGB/Trust/School and vice versa.

### **People and Relationships**

39. Develop and maintain effective professional working relationships with the Chair, TB/LGB, Headteachers and their teams, and the Trust Central Office.
40. Support the TB/LGB to develop and maintain a transparent culture in which challenge is embraced and welcomed.

### **Personal Development**

41. Regularly undertake training and CPD which improves and maintains knowledge and ability to perform duties.
42. Keep up to date with any local or national developments in the education sector, and legislation which is likely to impact the school or Trust.
43. Take part in regular performance reviews and self-evaluation.

### **Trust Requirements**

44. Support in the Trust's ethos and vision.
45. Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately.
46. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Smart Risk Management Plan.



47. To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.
48. Work in accordance with all the Trust's policy and practice.
49. To promote a positive culture and awareness around 'Keeping Children Safe in Education' and adhere to the Academy Trust's safeguarding policies and procedures.

## Smart Multi-Academy Trust

### Governance Officer – Person Specification

		Essential	Desirable	Evaluation
	<b>Qualifications</b>			
1.	Educated to Degree level or equivalent		X	Application
2.	Clerking Certificate Qualifications eg. 'Governance clerking development programme'		X	Application
3.	The successful candidate will demonstrate a willingness to attend relevant training.	X		Application
	<b>Experience</b>	Essential	Desirable	Evaluation
4.	Substantial governance experience in diverse organisations	X		Application Interview
5.	Experience of education governance/Academy Trust governance		X	Interview
6.	The successful candidate will have experience in the following areas: <ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Information retrieval</li> <li>• Dissemination of governing board data and documentation</li> </ul>	X		Application
7.	Evidence of ability to work with a range of software packages	X		Application Interview
8.	Experience of providing high quality information and advice to relevant stakeholders	X		Application
9.	Familiarity with statutory guidance such as the Governance Handbook, Articles of Association	X		Application Interview
10.	In addition, the successful candidate may have experience in the following areas:		X	Interview

	<ul style="list-style-type: none"> <li>• Writing agendas, along with accurate and concise minutes</li> <li>• Organising meetings</li> <li>• Using the internet to access relevant information</li> <li>• Developing and maintaining contacts with outside agencies</li> <li>• Working in an environment where they have experience of taking initiative</li> <li>• Working as part of a team</li> </ul>			
	<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evaluation</b>
11.	<p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills</li> <li>• Effective Communication at all levels</li> <li>• The ability to organise time</li> <li>• Working to deadlines</li> </ul>	X		Interview
12.	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none"> <li>• Governing board procedures</li> <li>• Educational legislation</li> <li>• The respective roles and responsibilities of the governing board</li> <li>• Equal opportunities and human rights legislation</li> <li>• Data protection legislation</li> </ul>		X	Interview
13.	Strong IT skills including Microsoft Office 365 suite	X		Interview
14.	Able to prepare board meeting minutes taking into account relevant governance rules, principles and standards		X	Interview
15.	Able to self-manage work direction and prioritise tasks	X		Interview
16.	Flexible and responsive to organisational needs	X		Interview
	<b>Special Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evaluation</b>
17.	<p>The successful candidate will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• The ability to work at times convenient to the governing board, including evenings</li> <li>• The ability to travel to meetings</li> </ul>	X		Interview

	<ul style="list-style-type: none"> <li>Being available to be contacted at mutually agreed times</li> </ul>			
	<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evaluation</b>
18.	<p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none"> <li>Good listening, oral and literacy skills</li> <li>Effective Communication at all levels</li> <li>The ability to organise time</li> <li>Working to deadlines</li> </ul>	X		Interview