

JOB DESCRIPTION

Job Title: Governance Support/ PA to CEO

Grade: Scale 6, PT19 – PT22

Hours: 37 hours per week, 39 weeks per year

 To be worked flexibly including some evenings

Job Location: Academies within the Ascent Academies’ Trust

Responsible to: Chief Executive

**Principal Responsibilities**

* To play a key role in supporting the Ascent Academies Trust in respect of all issues relating to governance of the Trust.
* To be instrumental in leading, developing and expanding governance controls and ensuring statutory requirements are met.
* To support the Chief Executive, assuming PA responsibilities with minimal supervision ensuring the efficient communication with the Chief Operating Officer, Heads of Academy and all external stakeholders.

**Main Duties**

1. Provide support and guidance to the Chief Executive, the Chair of the Ascent Academies Trust Board, Trustees and the Chief Operating Officer in all matters related to the governance of the Trust.
2. Work with the Chief Executive and Chair of the Board to ensure clear linkage between Trust wide and individual academy improvement priorities and development plans.
3. Work with Trustees, in partnership with the Chief Executive, to support their capacity to focus on raising standards and improving outcomes through having a significant strategic influence on academy improvement
4. Build highly productive relationships to bridge and strengthen school and trust leadership.
5. Provide termly updates to Trustees of key policy changes and developments.
6. Provide regular updates to Trustees to keep them abreast of events across the Trust
7. Maintain and update as appropriate the Schemes of Delegation, Terms of Reference and membership of committees. Act on advice from the DfE and EFA to amend Scheme and TORs as appropriate.
8. In conjunction with the Senior IT and Digital Media Technician, ensure that all Trust and individual academy’s websites are compliant with statutory information requirements
9. Ensure that the Trust’s Board of Trustees is appropriately constituted and vacancies are filled in a professional and expedient manner.
10. Ensure that all necessary security checks ie DBS checks, photo IDs etc, are obtained prior to new Trustees taking up their posts
11. Ensure that all Trustees’ contact details are reviewed on a regular basis and an up to date register of details is maintained
12. Co-ordinate, record and evaluate all Trustee training activities.
13. Clerk all Trustees meetings as follows
	* Agreeing and issuing agendas prior to meetings
	* Attending meetings, advising on procedures and providing advice on Trustees’ legal responsibilities.
	* Producing timely minutes of meetings, ensuring that key decisions and captured and that appropriate records of support and challenge are accurately recorded.
	* Ensuring that all actions from meetings are followed up in a timely manner.
	* Advising on public access to governance papers
14. Responsibility for ensuring that Companies House records are kept up to date, either by liaising and instructing the Trust’s legal adviser and/or personally submitting relevant returns and updated information. Act as Company Secretary.
15. Responsibility for maintaining all Trust company records.
16. Develop and maintain own knowledge of DfE and ESFA best practice and procedures in relation to Academy Governance. Advise the Trust where changes are necessary or in its best interest.
17. Assist with the planning, development, design, organisation and monitoring of support systems/procedures/policies.
18. Maintain a governance SharePoint, ensuring information is up to date. Train Trustees in its use.
19. Undertake research and obtain information to inform decisions.
20. Develop positive working relationships with Trustees and parents and provide support and advice around any parental complaints to the Trust.
21. Provide support and advice to the Trust and parents on the process of pupil exclusions.
22. Manage the support for the Chief Executive with clerical and administrative services.
23. Manage the organisation of meetings, events and general diary management and travel arrangements.
24. Liaise between Chief Executive, Chief Operating Officer and Heads of Academy.
25. Delegate action points from meetings and track progress with SMART targets.
26. Undertake duties with full regard to the Trust’s Equal Opportunities Policy in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
27. Comply with the Trust’s health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
28. Any other duties of a similar nature related to the post which may be required from time to time

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Ascent Academies’ Trust Board of Trustees

Date: June 2020