



# Application Pack

**Executive & Governance  
Support Officer**

# Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Executive and Governance Support Officer.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust

Applicants should return their application form to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) by the closing date of **Sunday 27<sup>th</sup> February 2022, midnight.**

Should you wish to enquire about the role, please do not hesitate to contact Sarah Hindmarch on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



**Jane Spence CEO**



## Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten ‘Good’ and ‘Outstanding’ schools whose vision is:

**‘To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.’**

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.

# Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.



# Job Advert

**Required:** 1<sup>st</sup> April 2022

**Salary:** NJC Grade F (£27,741 - £29,577) £23,702 - £25,271 Pro rata

**Hours:** 37 Hours per Week, Term Time only plus 2 weeks

**Location:** Galileo Multi Academy Trust, The Innovation Centre, Kirkleatham business Park, Redcar, TS10 5SH

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools.

We are looking for an experienced Executive and Governance Support Officer who has high levels of initiative and is motivated to work in a busy school environment.

## **The successful candidate will:**

Provide high quality and comprehensive secretarial and administrative support to the Executive Team and play a key role in supporting them to achieve their statutory objectives. The role holder will also be responsible for providing effective and efficient administrative support in respect of the Trusts Governance responsibilities, offering advice on good governance processes and procedural issues, whilst ensuring compliance in this area. Compliance checking across the Trust for several statutory areas will be central to this role.

The post holder will also work closely with Central Team colleagues to provide cross-cover support as required.

Applicants will need to demonstrate the ability to work on their own initiative. Experience of working within an office administration environment is essential.

**Closing date: Sunday 27<sup>th</sup> February 2022, midnight**

**Interviews: W/C 7<sup>th</sup> March 2022**

**Please refer to the back cover of the application pack for details of how to apply for this position.**

*Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Executive and Governance Support Officer

**Grade:** NJC Grade F (£27,741 - £29,577) £23,702 - £25,271 Pro rata

**Responsible to:** The Executive Team

## Job Purpose

To provide confidential administration support to the Executive Team, whilst prioritising work to ensure tasks are carried out in a timely and efficient manner, respecting the Trust's security and confidentiality of information policy. To support the Executive Team and Trust Board on matters of statutory compliance including the accurate recording of auditable evidence.

## Duties and responsibilities

1. To provide administrative governance support to include, but not limited to producing, collating, and distributing all full Board and sub-committee board documents in a timely manner.
2. To advise Trust and Local School Boards on legislative, compliance, and procedural matters
3. Maintain up-to-date records of membership of the Governing Boards including dates of appointment, terms of office, DBS renewal dates and personal details, communicating changes as necessary.
4. Manage the recruitment process for local school governors, ensuring compliant membership ratios.
5. Maintain a Register of Business interests across the Trust, ensuring it is reviewed on an annual basis in line with Trust policies.
6. Maintain a record of training undertaken by Governors and Trustees.

7. Support the induction of new Governors and Trustees to ensure they have all relevant documents and understand the role.
8. To organise, attend and complete minute taking of Executive meetings and other senior leader meetings as necessary. To accept responsibility for drafting agendas, collating papers, and coordinating equipment as well as undertaking any administrative follow up.
9. Manage diaries and prioritise commitments using own initiative and judgement to ensure time is used effectively and efficiently.
10. To have in-depth knowledge of Microsoft Office, including Word, Excel, PowerPoint as well as, e-mail / internet and use of MS Teams conference facilities.
11. To prepare and format appropriately PowerPoint presentations/management reports for internal and external seminars and workshops.
12. To co-ordinate meetings for highly sensitive issues relating to Senior Managers and staff i.e., disciplinary, grievances, bullying, harassment issues.
13. To prepare draft responses to internal and external correspondence as necessary using own initiative and knowledge of the subject on behalf of the Executive Team.
14. To co-ordinate/arrange meetings/seminars/courses as required and liaise with the Catering Team regarding the provision of refreshments for meetings etc. making any necessary travel and overnight accommodation arrangements.
15. Order goods and services for the Central Team using Company Purchasing Card dealing with invoices, transaction logs, and Purchasing Card Statements
16. Overseeing the compilation of staff annual leave and sickness records etc. Complete sickness absence returns and enter onto MI System and liaise with managers.
17. Act as an initial point of contact for the Executive Team, dealing with all enquiries, using initiative and re-route appropriately.
18. Receive and greet visitors when arriving for an appointment with the Executive Team
19. Provide cover for absence where required.
20. Submit requisitions using the Finance system for the purchase of items, including stationery and ad-hoc items.
21. Maintenance of Senior Manager personal/HR files as well as maintaining filing systems, ensuring documents are correctly classified and filed for ease of reference and retrieval.

22. Open incoming post and place for attention ensuring deadline and action dates are met. Prepare for dispatch checked, signed or endorsed outgoing post, taking copies and distributing as necessary.
23. Ensure that the Trust is compliant in all mandatory and statutory training, diarising when required.
24. Acts as one of the Trusts dedicated travel bookers.

**GENERAL:**

25. To maintain confidentiality of information at all times.
26. To be conversant and comply with all Trust policies, not limited to Safeguarding, Child Protection, Data Protection, and Health and Safety Policy.
27. To be aware of and adhere to all Trust Policies and Procedures, in particular the Trust's 'Code of Conduct' for staff.

**COMMUNICATIONS AND WORKING RELATIONSHIPS:**

28. To develop good communication links with external partners such as suppliers and other Trusts.
29. Deal courteously with incoming telephone calls from personnel both internal and external to the Trust and route as appropriate; taking messages and obtain information on their behalf.
30. To develop a good effective working relationship with Trust colleagues.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Executive Team may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.**

# Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ Good general education to GCSE or equivalent</li> <li>➤ NVQ Level 3 Business Administration or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ NVQ Level 4 Business Administration or equivalent</li> <li>➤ Degree in business related subject</li> <li>➤ Certificate in Academy Governance or other governance related qualification</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of the School/Trust Governance and compliance</li> <li>➤ An understanding of Trust's management structure</li> <li>➤ Understanding safeguarding of children in education</li> <li>➤ Working knowledge of the Trust's Policies i.e., Health &amp; Safety, Safeguarding, Governance</li> <li>➤ Comprehensive knowledge of Microsoft Office applications – Word, Excel, PowerPoint, and Outlook.</li> <li>➤ Internet</li> <li>➤ MS Teams</li> </ul>	<ul style="list-style-type: none"> <li>➤ Understanding of the annual academic cycle</li> <li>➤ Up to date knowledge of education sector developments</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Significant secretarial experience at a senior level</li> <li>➤ Working with senior leaders within an organisation</li> <li>➤ Working in a busy office with competing and varied priorities</li> <li>➤ Computer/keyboard literate</li> <li>➤ Minute taking</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working with Trust or school governing bodies</li> <li>➤ Producing evidence/reports for auditors</li> </ul>

KEY SKILLS	<ul style="list-style-type: none"> <li>➤ Excellent Word Processing skills</li> <li>➤ Excellent Organisational skills</li> <li>➤ Excellent Communication skills both Oral and Written</li> <li>➤ Report writing skills</li> </ul>	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>➤ Good time management</li> <li>➤ Able to use own initiative</li> <li>➤ Ability to work under pressure</li> <li>➤ Work independently or as part of a team</li> <li>➤ Ability to work to tight deadlines</li> <li>➤ Prioritise tasks</li> <li>➤ Mature approach</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>➤ Flexible approach to work</li> <li>➤ Confidentially</li> </ul>	



## How to Apply

Application form and further information is available from: [www.galileotrust.co.uk](http://www.galileotrust.co.uk) under Careers and Vacancies.

Applicants should complete the Trust Application form for all Vacancies and return to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

**Job Description:** This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Sarah Hindmarch on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.