Governance Professional & Trust Administration

Grade 7 point 18 =£33,673 to Grade 7 point 21 £36,581

Full Time or Part Time, Permanent

UNIVERSITY OF LINCOLN

ACADEMY TRUST



"Transforming lives"

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About our Trust:



Thank you for your interest in this post. Our family of schools currently stands at seven: one special school; four primary schools; and two secondary schools. We serve over 3100 pupils and more than 550 staff. We also are unique in that we educate more than 132 apprentices and are our own apprenticeship provider.

We are clustered in the southeast of Lincolnshire, predominately in the South Holland district of the county. These are rural communities and often hold many challenges for our young people in terms of access to services and opportunities. To some this is a challenge, to us it is our mission: 'to enhance life choices' and 'to transform lives'.

To date, the trust has experienced many successes in terms of opportunities, improved outcomes for our young people and success in Ofsted too. These achievements are underpinned by robust governance and effective organisational support

We are keen to find the right person and we will support their professional development, including the opportunity to undertake a Level 4 Governance Officer apprenticeship, subject to meeting all criteria.

The role of Lead Governance Professional & Trust Administrator is central to this success. You will play a critical part in ensuring that governance across the Trust is effective, compliant, and strategically focused. By supporting Trustees, Local Governing Bodies, and senior leaders, you will help ensure that decisions are well informed, transparent, and ultimately in the best interests of our pupils.

This role goes beyond administration – it is a professional governance function that ensures

- statutory and regulatory compliance
- high-quality clerking and advisory support
- effective communication between governance and leadership
- the smooth operation of decision-making structures across the Trust

Like all roles within our wider support teams, this position is vital in enabling both staff and pupils to thrive. It offers a rewarding opportunity to make a genuine and lasting impact on the lives of young people.

For more information about our trust please visit www.uolat.co.uk

Stuart Anderson

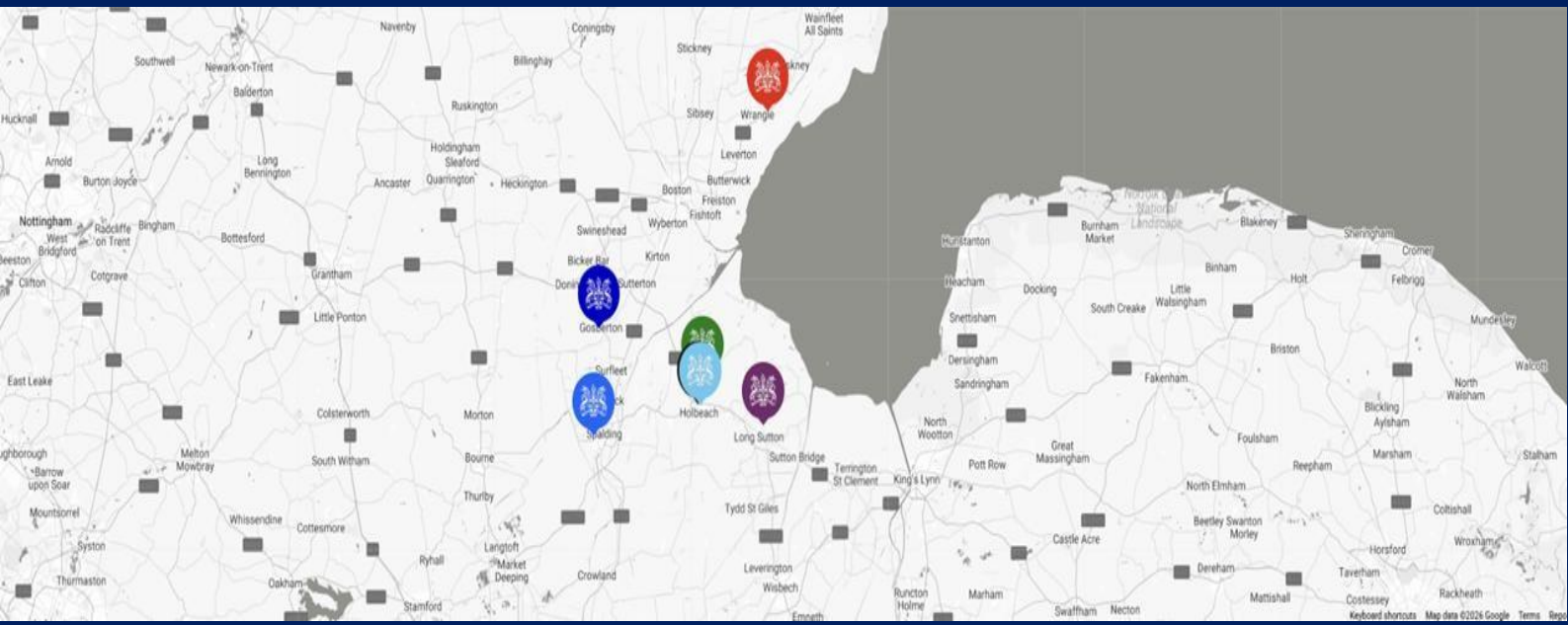


Chief Executive Officer



Our Chair of Trustee's Dr Anita Backhouse thoughts on the importantance of the Governance Role:

‘The Governance Professional is a highly respected and key role within our Trust governance structure. They play a vital function in ensuring Trust business is compliant, well-organised and effective.’



UNIVERSITY OF LINCOLN

ACADEMY TRUST

Governance Professional & Trust Administration

Job Description

Job Title: Governance Professional & Trust Administration

Salary: Grade 7 Point 18 - 21

Reports to: Head of People and HR

Full Time or Part Time, Permanent.

UNIVERSITY OF LINCOLN ACADEMY TRUST

Job Purpose & Key Responsibilities

To provide a high-quality, professional governance service across the Trust, ensuring effective, compliant and well-organised governance. The role supports the Board, its committees and Local Governing Bodies, acting as a trusted adviser to enable strong decision-making and accountability.

The Role

- Advise Trustees, Members and Governors on governance, statutory requirements and best practice
- Manage and support meetings (agendas, papers, minutes, action tracking)
- Ensure compliance with the Academy Trust Handbook and statutory regulations
- Maintain governance records, registers and key documents (e.g. Scheme of Delegation)
- Support and coordinate clerking across the Trust (where applicable)
- Lead governor/trustee induction and training
- Ensure clear communication between governance and leadership
- Promote effective governance that supports improved outcomes for pupils
- Provide high-quality administrative support across the Trust, ensuring efficient and wellorganised central operations
- Coordinate key Trust processes, including document management, correspondence, and record-keeping
- Maintain accurate and up-to-date systems, ensuring compliance with data protection and organisational requirements
- Support the preparation and distribution of reports, policies and Trust-wide communications
- Liaise effectively with schools, central teams and external partners
- Assist in the smooth delivery of Trust priorities through strong organisational and administrative support including DPO tasks at Trust level

Specific areas of responsibility and key tasks

Key Tasks	
	• Work and collaborate with key Trust Leaders to develop and devise governance strategy in-line with the Trust's objectives. • Implement a governance structure that is fit for growth. • Formulation and review of committee terms of reference, scheme of delegated authority, policy schedule, meeting framework and annual schedule of meetings in alignment with the annual governance cycle and statutory requirements. • Ensure that the business of Members, Board of Trustees and its committees are conducted smoothly and efficiently; preparing agendas, reports, minutes of meetings, briefing and supporting Chair of Trustees and other committee Chairs. Support the Board and committee with agenda planning, reporting and information flow to ensure effective decision making and oversight. Attend and support key meetings as required. Ensure governance decisions, actions and assurances are appropriately recorded and monitored. • Ensure the Trust operates in line with its Articles of Association, Scheme of Delegated Authority, regulation and legislation, by providing advice and support to the Trust's Members, Trustees and its Executive Leadership. • Ensure governance arrangements remain proportionate and aligned to Trust priorities and growth. • Provide guidance and support consistency of practice across local governance bodies. • Ensure effective communication and escalation between local governance and the Trust board. • Ensure that all governance compliance activity such as Companies House filings, along with other statutory responsibilities is accurate, complete and timely. • Assess Board and committee effectiveness through skills audits and external reviews. • Plan and facilitate governance events such as Trustee Away Days for strategic planning. • Provide oversight of governance arrangements at local level, ensuring alignments with the Trust's scheme of delegated authority. • Devise annual training plans for Trustees and Executive Leadership. • Support academy governance professionals in managing academy governing committees and ensuring compliance. • Support the preparation of governance elements of the Trust's Annual Report and Governance Statement. • Act as the Trust's Data Protection Officer, working with Data Leads across the Trust; ensuring compliance with GDPR and managing SAR, FOIA requests.

Specific areas of responsibility and key tasks	
Key Tasks	• Lead the recruitment, induction and development of trustees and governors. • Maintain the Trust's Policy Schedule, ensuring policies are reviewed and approved by Trustees, as and when appropriate. • Review Trust policies, updating them in line with changes in statutory requirements and to ensure effectiveness. Provide oversight and assurance that the Trust meets its statutory and regulatory obligations. • Advise the Board and CEO on governance related risks and ensure these are appropriately reflected in the Trust's risk management processes. • Manage and facilitate the Trust's complaints process. Advise on and support the governance aspects of complaints, exclusions and other panels as required. • Ensure that processes are compliant, robust and appropriately documented. • Support Chairs and panels members in understanding their roles and responsibilities. • Keep up-to-date with governance developments, legislation and best practice and provide updates and briefings to the Board as required. • Engage with relevant professional networks. • Ensure all meeting documentation is circulated and stored in line with Trust policy and legal requirements. • Support preparation for internal and external audits.
Requirements for all colleagues	• To promote and uphold the Academy's Mission Statement, values and strategic objectives. • To comply with the Academy's policies and procedures, including those relating to health and safety, safeguarding, welfare and security. • To work positively with colleagues, pupils, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability. • To attend briefings and staff meetings as required. • To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required. • To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.

- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Chief Executive Officer.

UNIVERSITY OF LINCOLN

ACADEMY TRUST

Governance Professional & Trust Administration

Person Specification

Lead Governance Professional

Person Specification

UNIVERSITY OF LINCOLN ACADEMY TRUST

a) Training and qualifications	Essential	Desirable
GCSEs (or equivalent) in Maths and English at grade 4 (C) or above.	**X**	
A recognised Governance Qualification. Relevant qualification in governance, administration or business or evidence of continuous professional development or the desire to complete one such as Level 4 Governance Officer.		**X**
Ability to travel.	**X**	
b) Experience	**Essential**	**Desirable**
Experience of working within a professional administration role with additional responsibilities in compliance, or regulated activity.	X	
Working within governance as part of a highly regulated environment e.g., multi-academy trusts, local authority, further education, NHS, civil service.		X
Working as a company secretary or lead governance professional of a MultiAcademy Trust		**X**
Supporting decision-makers, executive leadership and colleagues'; in both an advisory and administrative capacity.	X	
Maintaining a register of pecuniary and personal interests, providing advice on disclosure to staff and leadership.		X
Writing/reviewing reports and compiling concise and accurate meeting minutes.	X	
Maintaining accurate records, such as; companies house filings, Get information About Schools (GIAS), register of directors etc.	**X**	
Liaising with stakeholders, both internal and external.	X	

Shaping governance frameworks and delegations.	X	
Acting as Data Protection Officer; or supporting data management functions.		x
Acting as key administrator for the use of key software packages and webbased platforms, to deliver meeting, GDPR management and website compliance.		x
Proficient in the use of Microsoft Office Suite.	x	

Lead Governance Professional

Person Specification

b) Experience Continued	Essential	Desirable
Audit Preparation	X	
Managing confidential and sensitive information	X	
Experience of compliance or regulatory processes	X	

c) Professional Knowledge and skills	Essential	Desirable
Knowledge of the Companies Act 2006.		**x**
Knowledge of Charities Act 2011 (specifically in relation to Exempt Charities).		**x**
Understanding and application of the Academy Trust Handbook and other regulator (Secretary of State for Education) requirements.		**x**
Ability to confidently provide governance advice on regulatory, legislative and constitutional matters, during meetings and as part of daily duties.	**x**	
Knowledge of Declarations of Interests and Related Party Transactions, with the ability to provide advice and relevant training to decision makers.		**x**

d) Personal Attributes	Essential	Desirable
Confident and articulate.	x	
Personal and professional resilience when delivering a varied workload and collaborating with a range of stakeholders.	x	
Commitment to your personal and professional development and that of governance stakeholders.	x	
Self-motivated, productive, diligent and thorough.	x	
Tact, diplomacy and confidentiality in handling confidential matters	x	
Confidence to challenge and provide alternative view-points.	x	
Excellent organisational and time management skills.	x	
Commitment to the University of Lincoln Academy Trust visions and values.	x	
Commitment to Safeguarding. Commitment to safeguarding and promoting the welfare of children.	x	
Ability to develop internal scrutiny, working with Chief Finance Officer and Audit Committees.		x
Knowledge of the Nolan Principles of Public Life and the Academy Trust Governance Code.	x	
Collaborative and confident working with decision makers and colleagues at all levels.	x	
Proficient in writing concise and complex minutes, capturing decisions and actions.	x	
Awareness of safeguarding, data protection and confidentiality requirements.	x	
Ability to deliver efficient and effective administrative support.	x	
Knowledge of risk management and internal controls	X	
Knowledge of DfE, ESFA and Companies house requirements.	X	

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, Commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



UNIVERSITY OF LINCOLN ACADEMY TRUST

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