

**Governance Professional for a Multi Academy Trust
(Including compliance & policies)
HIVE Family of Schools**

Job Description

Job title: Governance Professional (Including Compliance and Policies)

Part time: 6 Full Trust meetings/ year and committees and 6 LGB meetings/ year (this may increase as our clerking needs increase)

Salary: Competitive meeting and additional hours rates

Main Purpose of the Role:

To oversee all aspects of Trust governance, effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

As a Governance Professional, you will be required to gain and provide advice and support to Trustees on aspects of governance, constitutional and procedural matters and be expected to stay up to date with changes to relevant guidance, regulations and policies.

To work closely with the CEO and CFOO and to prepare agendas, minutes and clerking to MAT Trustees for whole MAT meetings and subcommittees. As well as clerking one of our LGBs

As the governance professional, to clerk meetings of the trust board and committees, ensuring these enable the successful delivery of strategic objectives:

- Keeping the Board focused on its core strategic priorities
- Setting the cycle of trust board and committee meetings and preparing focused agendas
- Ensuring all meetings are inclusive and well structured
- Satisfying all aspects of meeting compliance as stipulated in the Trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the Board of Trustees
- To work closely with the CEO and CFO, keeping up to date with current regulations, policies and changes in legislation pertaining to schools.

Main Responsibilities and Tasks

Provide advice and guidance to the Chief Executive Officer (CEO) and Board of Trustees on key matters of regulatory and statutory importance.

Ensure statutory policy compliance leading on co-ordination of key policies across the Trust, including defining and communicating which sit at school and Trust-level, and driving the production and updating of policies (in accordance with MAT Schemes of Delegation). Ensuring that the Trust Board and its committees are properly constituted, agendas prepared, clerked, actions reminded to those responsible and minutes printed and saved ready for approval at next meeting.

Quality assurance of policies, including proof reading, formatting and engaging policy owners over queries regarding content.

Maintain a central policy register, ensuring key documents and the MAT website are accurate and regularly updated.

MAT Website Compliance

Update and maintain Trust website in line with Department for Education (DfE) guidance on what is required to be published and links to each Academy website.

Maintain awareness of the Trust's Articles of Association and its governance framework.

Maintain the Trust's Schemes of Delegation and ensure this is consistent with Trust policies and other instruments of governance, e.g. committee Terms of Reference.

Maintain Trust website compliance documentation.

Update Companies House as required and submit annual statement and financial statements and accounts (with CFOO).

Data Protection

Assist in raising data protection awareness across the Trust.

Support the design and delivery of focused data protection awareness training.

Managing incidents, including swift containment, severity analysis and reporting.

Compilation of data protection, maintaining records of Trustees and Governors and 'all staff data protection awareness' training.

Assist in the capture and reporting of data protection risks and mitigating action.

Skills/Expertise required

- Must be IT literate with experience of Microsoft Office 365
- Understanding of general data protection regulations and its practical implementation
- Have a meticulous eye for detail
- Have excellent written and verbal communication skills
- Have the ability to prioritise and manage workload
- Be able to work effectively under pressure; working accurately and to deadlines
- Be able to maintain confidentiality
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

- Previous experience in an education, compliance, operations or data protection role would be highly desirable

Skills/Expertise required

All Trust meetings are during term time and are in the early evening. The pattern for meetings is set out for the school year. Full Trust meetings and LGBs are face to face with the committees being on Teams.

It is possible for some of the work to be completed remotely, i.e. policy checking/website checking, updating and writing.

A laptop will be provided for home use with remote access to school servers.

| Essential | Desirable |
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| Professional Qualifications and Experience | |
| <ul style="list-style-type: none"> • GCSE English Language (or equivalent) • Experience as a trust governance professional, clerk, personal or executive assistant | <ul style="list-style-type: none"> • A commitment to completing a recognised sector qualification • Experience of clerking in a multi-academy trust • Working on own initiative and as a member of a team • |
| Professional Knowledge and Understanding | |
| <ul style="list-style-type: none"> • The understanding and ability to demonstrate the knowledge, skills and behaviours required to fulfil the governance professional role effectively • Time management to meet deadlines and competing demands. • Literacy, numeracy and proficient use of IT including MS Office, Teams, Excel, PowerPoint, SharePoint and CoPilot • Good verbal and written communication • Accurate digital ways of working including: record keeping, information retrieval and dissemination data/documentation • Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit • Planning and organising meetings | <ul style="list-style-type: none"> • The schools' system: structures, accountability and funding. • Knowledge of education sector governance related structures, policies, procedures and other relevant legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of Members, directors, governors, headteachers, the Trust's Central Services Team, Diocese and the DfE |
| Leadership and Management Skills | |

| Essential | Desirable |
|---|---|
| Professional Qualifications and Experience | |
| <ul style="list-style-type: none"> • Commitment to, and support for the Trust's vision, ethos, values and priorities • Commitment to supporting and enabling strategic leadership oversight by directors and governors • Engaging with other key stakeholders across the Trust's governance team | |
| Personal and Professional qualities | |
| <ul style="list-style-type: none"> • Personal integrity and commitment to the Nolan Principles • Able to maintain confidentiality • Able to remain impartial • Risk aware • Attention to detail • Understands and anticipates the needs of others • Open to learning and change • Positive attitude to personal development and training • Good interpersonal skills • Flexible approach to working hours to work at times convenient to the governors including evening meetings • Able to travel to meetings and manage virtual meetings • Available to be contacted at mutually agreed times | <ul style="list-style-type: none"> • Sense of humour • Enthusiastic and resilient |