



Job Description and Person Specification

Governance Officer

Shared Services Team

Grade: Scale 4

Reporting to: Governance Manager

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To provide clerking services to Trust Schools' Local Governing Bodies and committees including agenda preparation, circulating meeting papers, minute taking and action tracking
- To plan the academies meeting calendar for the year
- To coordinate governance meetings, panels and hearings, ensuring that policy and statutory timeframes are adhered to and processes followed
- To maintain accurate records of governance activity, attendance, declarations of interest and terms of office
- To manage the governance platform used by the academies, as well updating Get Information About Schools and the Trust websites with governance information
- To manage the recruitment of governors including organising parent and staff elections, submitting foundation governor applications to the Diocese and supporting Human Resources to ensure all appropriate checks are carried out
- To support succession planning for the Chair and Vice-Chair roles
- To support the induction and training of governors, ensuring governors complete all training requirements, help coordinate training sessions and maintain records of continuing professional development activity
- To provide advice to governors and school-based staff on the scheme of delegation and terms of reference, governance procedures and the legal framework that underpin them
- To support the admission consultation process ensuring statutory timeframes are met
- To support the Trust Board committees and Board meetings
- To monitor compliance with statutory, regulatory and Trust requirements
- To support the Trust and Academy policy review process
- To act as a point of contact for governance queries from school and stakeholders
- To conduct annual skills audits and advice on training opportunities
- To support with Freedom of Information and Subject Access Requests
- To undertake regular compliance review of Trust and academy websites
- To contribute to the development and regular reviewing of Trust and Academy governance documents
- Ensure governance knowledge is maintained so that accurate advice and guidance can be provided to Local Governing Bodies
- To liaise with external bodies such as the Department for Education (DfE), Diocese of Westminster (DoW) and local authorities as required

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching

- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should

be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: April 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 	<ul style="list-style-type: none"> • Level 3 clerking qualification • Evidence of relevant CPD 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Demonstrable administrative and secretarial experience preferably in an education setting • Minute taking to a professional standard 	<ul style="list-style-type: none"> • Proven experience in governance support role within a school or educational setting 	<ul style="list-style-type: none"> • Application • Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • High level written and verbal communication • Strong IT skills • Interpersonal/relationship building skills • Strong organisational skills • Ability to manage competing deadlines • Flexible approach to work and able to attend evening meetings • Able to work on their own and as part of team 	<ul style="list-style-type: none"> • Awareness of multi-academy trusts • Awareness of Catholic academy trusts • Knowledge of governance law, structures, policy and practice in education 	<ul style="list-style-type: none"> • Application • Interview • References
Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A passion for education and a deepfelt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Commitment to the seven principles of public life of selflessness, integrity, 		<ul style="list-style-type: none"> • Application • Interview

	<p>objectivity, accountability, openness, honesty and leadership</p> <ul style="list-style-type: none"> • Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know' • Emotionally intelligent: know when to direct and when to challenge • Able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking 		
<p>Personal Circumstances</p>	<ul style="list-style-type: none"> • Legally entitled to work in the United Kingdom • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 • Flexible to support regular out of hours meetings 		<ul style="list-style-type: none"> • References • Interview