

Academy Governance Professional

Job description and person specification

Job description

Post title: Academy Governance Professional

Reports to: Head of Governance

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To provide professional governance advice, administrative leadership and clerking support to Academy Committees, ensuring effective governance, statutory compliance and informed decision-making that supports academy improvement and positive outcomes for pupils.

Main duties and responsibilities

Governance Support and Advisory

- Provide high-level governance support and advice to Academy Committees, Chairs and academy leaders to facilitate effective governance, constructive challenge and informed decision-making.
- Act as a trusted governance adviser, providing guidance on governance frameworks, statutory responsibilities, procedural matters and sector best practice.
- Promote governors' understanding of the Trust's governance structure, strategic priorities and the wider educational landscape.
- Support the induction, development and ongoing effectiveness of governors through training, self-evaluation and succession planning activities.
- Promote and support governance initiatives that strengthen collaboration, engagement and effective working relationships across the Trust and its academies.
- Develop and maintain positive professional relationships with academy leaders, governors, trustees and external stakeholders.
- Undertake research and analysis to support governance decision-making and continuous improvement.
- Provide procedural advice to Academy Committees and academy leaders, seeking additional legal or specialist guidance through the Head of Governance where appropriate.

Academy Committee Administration and Coordination

- Coordinate and administer Academy Committee meetings, including arranging venues, liaising with academy leaders and ensuring agendas, reports and supporting papers are prepared and distributed in a timely and professional manner.
- Work closely with the Chair of the Academy Committee, Principal and Head of Governance to develop purposeful agendas that reflect statutory requirements, Trust priorities and school improvement objectives.
- Attend Academy Committee meetings, produce accurate minutes, maintain action logs and monitor the progress of agreed actions.
- Review and summarise meeting papers where required, providing support to the Chair and academy leaders on agenda items and governance matters.

- Maintain effective and confidential governance records, including minutes, key documentation and archive systems, ensuring compliance with Trust and statutory requirements.
- Manage the administration of governor elections, appointments and membership records, ensuring all processes are completed accurately and within required timescales.
- Coordinate communication and engagement between governors and academies, facilitating effective governor involvement and supporting positive working relationships with stakeholders.
- Chair the agenda item for the election of the Chair where required, in accordance with governance procedures.
- Encourage and support governors in undertaking statutory and agreed Link Governor visits.
- Produce and maintain annual governance calendars to support effective planning and delivery of governance activities.

Governance Compliance and Statutory Responsibilities

- Ensure governance records, information and documentation are managed in accordance with data protection legislation, confidentiality requirements and Trust policies.
- Maintain accurate records of Academy Committee membership, terms of office and governance appointments, notifying the Head of Governance of any changes.
- Maintain and monitor registers of interests and other statutory governance records, ensuring they are reviewed and updated in accordance with Trust requirements.
- Support compliance processes relating to governor eligibility, including Disclosure and Barring Service (DBS) requirements and other statutory checks.
- Advise academies on governance-related statutory publication requirements, including website compliance.
- Support Academy Committees in ensuring approved governance policies, local arrangements and associated documentation remain current and compliant.
- Liaise with academy colleagues and Trust teams to ensure governance processes and procedures are consistently applied and maintained.
- Keep the Head of Governance informed of significant developments, risks and matters requiring escalation.
- Undertake any other duties commensurate with the role as agreed with the Head of Governance, Chair of the Academy Committee or Principal.

Statutory Panels and Complaints

- Advise and support governors, academy leaders and other stakeholders in the administration of suspension and exclusion review meetings, ensuring proceedings are conducted in accordance with statutory guidance and Trust procedures.
- Coordinate arrangements with parents/carers, Local Authority representatives and academy staff, distribute relevant documentation, provide procedural advice, produce minutes and maintain accurate records.
- Provide advice and support in relation to the management of complaints from Stage 2 of the Trust's formal complaints procedure, ensuring compliance with policy and statutory requirements; coordinate communication with complainants and relevant stakeholders, organise complaints panel meetings, provide procedural guidance to panel members, produce accurate minutes and maintain appropriate records of proceedings and outcomes.

Additional Responsibilities

Safeguarding and Child Protection: All employees have a responsibility to safeguard and promote the welfare of children and young people and must act in accordance with Trust safeguarding policies, procedures and statutory guidance at all times.

Commitment to Collaboration: Contribute to the sharing of effective practice across the Trust, working collaboratively with colleagues to support continuous improvement and positive outcomes for pupils.

Professional Development: Take responsibility for maintaining and developing professional knowledge and skills. This may include attendance at training courses, conferences, seminars, networking events and other professional development activities as required.

Commitment to Inclusion: Support the Trust's commitment to equality, diversity and inclusion, treating all individuals with respect and contributing to an inclusive working environment. Reasonable adjustments will be made where appropriate in accordance with relevant legislation.

Policy and Compliance: Comply with all Trust policies, procedures, codes of conduct and professional standards relevant to the role.

Contribution to Educational Outcomes: Recognise and fulfil the role that all staff play in supporting academy improvement and achieving the best possible outcomes for children and young people.

Flexibility of Duties: This job description outlines the main responsibilities of the post and is not intended to be an exhaustive list of duties. The postholder may be required to undertake other duties commensurate with the grade and nature of the role, as reasonably directed by their line manager.

Review of Responsibilities: The duties and responsibilities of the post may be reviewed and amended following consultation to reflect changes in organisational priorities, legislation or service requirements.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE English and maths at grade 4 (or above) or equivalent	✓		Application form
A level or NVQ level 3 or equivalent – in anything?		✓	
Professional qualification and completion of any governance professional specific training		✓	
Highly computer literate, with experience of data handling and necessary IT systems	✓		Application form & Interview
Willing to undertake further training relevant to the role	✓		
Experience, knowledge and understanding			
Relevant work experience of managing administrative (or similar) services or functions.	✓		Application form & Interview
Planning and development of administrative functions to meet the current and future needs.	✓		
Ability to set and manage objectives and targets	✓		
Management and development of a team	✓		
Experience of meeting attendance protocol and minute taking at a senior professional level	✓		
Experience of effectively managing conflicting demands for services	✓		Interview
Experience of resolving operational issues through applying knowledge of systems, processes and the operating context	✓		
Committed to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Relevant experience delivering business support services		✓	
Experience of working and knowledge of the main issues and challenges affecting the education sector		✓	
Experience of developing and delivering business plans		✓	
Personal attributes, qualities and leadership skills			
Able to build and maintain relationships with high profile individuals	✓		Application Interview
The ability to write clearly and concisely, to produce and maintain documents and to effectively proofread material for public distribution	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		
Experience of collating information and producing high quality correspondence, reports and presentations	✓		

Can demonstrate efficient working, thinking about and taking action to anticipate opportunities and deal with emerging issues	✓		Interview
Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues	✓		
Able to communicate at all levels and have the confidence to handle sometimes difficult conversations in a calm and professional manner	✓		
Other			
Able to work flexibly including travel between your allocated academies and across the geographic coverage of the trust	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		