

Job Description	
Post:	Governance Manager
Pay scale:	Grade 10 (scp 39-43)
Responsible to:	Head of Governance
Responsible for:	Governance Officer
Main Location:	Based at Trust HQ in Bury with travel to schools across the Trust in Bolton, Bury, Rochdale, Salford and Wigan
Role Purpose	
<ul style="list-style-type: none"> To lead and manage key operational governance functions across the Trust, ensuring effective clerking, compliance, panels governance, training and policy coordination. The Governance Manager provides expert advice and oversight whilst supporting the Head of Governance in delivering high-quality, compliant and effective governance. 	
Main Duties	
<p>Trust Board & Committee Support:</p> <ul style="list-style-type: none"> Clerk the Trust Board and its committees, ensuring meetings are effective, compliant and strategically focused. Clerk Local Governing Boards (if required). Advise the Chair, Directors and senior leaders on governance, constitutional and procedural matters. Set and manage the Trust Board meeting cycle and agenda planning. Ensure accurate minutes, action tracking and record-keeping. Ensure compliance with Articles, Scheme of Delegation and Academy Trust Handbook <p>Panels, Hearings & Appeals:</p> <ul style="list-style-type: none"> Lead the Trust's panels framework (compliance, exclusions, admissions, disciplinary and other statutory panels). Advise leaders and panel members on statutory requirements and procedural fairness. Quality assure panel arrangements, clerking and outcomes. Maintain panel guidance, templates and training materials. Deliver training in respect of panels to clerks and governors. <p>Governance Administration, Compliance & Policies:</p> <ul style="list-style-type: none"> Support all administration as required across the Trust, including internal audit and Headteacher recruitment. 	

- Developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct.
- Oversee Governance compliance across the Trust.
- Maintaining the Trust's online governance portal or equivalent.
- Maintain and quality assure governance records and statutory registers.
- Lead coordination of the Trust policy register and review cycle.
- Ensure statutory governance information is published and maintained.
- Ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health & safety legislation.
- Ensuring different tiers of governance are properly constituted.
- Undertake statutory filings and maintain compliance with Companies House and charity law, acting as Company Secretary where required.

Training & Governance Development:

- Overseeing recruitment, election/appointment and induction for different governance tiers.
- Overseeing a CPD offer/development programme.
- Organising reviews and self-evaluation.
- Presenting training and briefings at events.
- Organising targeted support and intervention when circumstances require.
- Design and deliver a comprehensive CPD programme for governors and clerks, including induction, mentoring, and targeted development interventions.

Strategic Governance Support:

- Lead Trust-wide governance improvement projects, including digital governance systems implementation and governance self-evaluation frameworks.
- Benchmark governance practices against sector standards and implement best-practice recommendations.
- Deputise for the Head of Governance where appropriate.

Maintaining Relationships & Communication:

- Working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives.
- Ensuring relevant authorities are notified of changes to membership and governance structures as appropriate.
- Being a role model for effective and ethical governance.
- Represent the Trust at external governance networks and forums to ensure alignment with emerging policy and practice.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- The role will be a mix of working on site at our primary schools initially, and at Trust Headquarters. A valid driving license and access to a vehicle is necessary to fulfil this role.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
Educated to degree level or equivalent relevant knowledge and experience	Essential	A/I/C
Level 4 certificate in Academy Governance	Desirable	A/I/C
Evidence of Continuous Professional Development	Essential	A/I
Knowledge & Experience		

Strong knowledge of academy trust governance and the school system	Essential	A/I
In-depth understanding of governance law, structures and procedures	Essential	A/I
In-depth knowledge of the statutory and regulatory framework for school exclusions, including independent review panels and governing board responsibilities	Essential	A/I
Awareness of current issues and thought leadership relating to the governance of schools and academy trusts	Desirable	A/I
Knowledge of faith-based governance requirements	Desirable	A/I
Experience of acting as Company Secretary or equivalent statutory compliance role	Desirable	A/I
Senior clerking or governance management experience	Essential	A/I
Experience of advising boards or panels	Essential	A/I
<i>Proven track record of leading governance improvement projects and implementing digital governance solutions</i>	Desirable	A/I
Technical Skills & Ability		
High quality communication and advisory skills	Essential	A/I
Advanced minute taking and report writing	Essential	A/I
Interpersonal/relationship building/stakeholder engagement skills	Essential	A/I
Decision-making based on intelligent assessment of risk and benefits	Essential	A/I
High level strategic planning	Essential	A/I
Advanced skills in benchmarking and applying governance best practice across multi-academy trusts	Desirable	A/I
Ability to design and deliver governance training and CPD programme	Desirable	A/I
Special working conditions		
Availability for meetings outside core business hours	Essential	A/I
Willingness to travel across Trust schools	Essential	A/I

Full driving licence and access to own car with business insurance	Essential	A/I/C
Personal characteristics		
Personal integrity and commitment to the principles of public life	Essential	A/I/R
Respecting confidentiality	Essential	A/I/R
Can manage and make decisions independently	Essential	A/I/R
Able to lead by example, coach, motivate and inspire others	Essential	A/I/R
Agile thinker and innovator	Essential	A/I/R
Calm and resilient under pressure	Essential	A/I/R
Proactive in adapting governance systems to meet evolving regulatory and strategic requirements	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R