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| <b>Job Title:</b>                           | Trust Governance and compliance professional   |
| <b>Grade:</b>                               | Equivalent to Leicestershire LA Grade 10 Term time plus 1 week 14.8 hours per week       |
| <b>Initial location:</b>                    | Trust central team office  |
| <b>Responsible To:</b>                      | Trust CEO  |
| <b>Responsible For:</b>                     | Effective governance and compliance for the Trust and its academies                      |
| <b>Key Relationships/<br/>Liaison with:</b> | CEO, Deputy CEO, DFO, Trust chair, Trustees, chairs of Trust committees, heads of school |

#### Job Purpose

- To have responsibility for the delivery of strong and effective governance and compliance practices across the Trust, providing advice and guidance on governance and compliance matters
- To support and provide a professional clerking service to our Trustees and Local Governing Bodies
- Carry out the duties of Company Secretary for Inspiring Primaries Academy Trust

#### Main Duties and Responsibilities

##### General

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- Develop and maintain a comprehensive understanding of the Trust's aims and objectives.
- Work with, and support the work of, the CEO, deputy CEO and DFO.
- Provide a high standard of service and confidential governance administrative support to the Trust including clerking for Local Governing Bodies.
- Keep up to date with current educational development and legislation affecting multi academy trust governance, advising the Trustees, members and governors on changes in legislation which may affect the governance of the Trust.

- Maintain up-to-date records of the names, addresses and category of Members, Trustees and Governors and their terms of office.
- Inform Heads of School, Local Governing Bodies, and the CEO of any changes to the membership of Local Governing Bodies.
- Advise Trustees and Governors and appointing bodies in advance of the expiry of a term of office, so that elections or appointments can be organised in a timely manner.
- Support recruitment of Trust Appointed Governors and support academies in recruitment of parent, staff and foundation governors, ensuring that correct administration processes are adhered to.
- Ensure that an up-to-date register of Members, Trustees and Governors business interests is maintained.
- Ensure that up-to-date governance information is published on websites for each academy and the Trust and on Get Information About Schools.
- Ensure new Trustees and Governors have access to appropriate documents.
- Onboard/induct new trustees and governors, co-ordinate and signpost training and development for Trustees and Local Governing Body members, including acclimatisation with Trust policies and procedures.
- Maintain a record of training undertaken by Trustees and Governors.
- Ensure the Board of Trustees and Local Governors carry out their responsibilities in line with the Trust Governance Handbook and Academies Handbook
- Ensure a Disclosure and Barring Service (DBS) check has been carried out on any Member, Trustee and Governor before appointment and at the point of renewal.
- Ensure all Members, Trustees and Governors have access to the secure, online governance area and ensure it is kept up-to-date.
- Provide support and guidance to the Chairs at meetings
- Advise on the annual calendar of Local Governing Bodies meetings and tasks.
- Provide an effective clerking service, including working with the CEO, Chairs of Trust Board and its sub-committees on setting agendas, minute taking and maintaining records, for Trust meetings and Local Governing Bodies and as required.
- Provide an effective clerking service, including working with the Heads of Schools and Chairs on setting agendas, minute taking and maintaining records, for Local Governing Bodies and as required.
- Advise the Board of Trustees, Local Governors and CEO on matters of school governance, obtaining legal advice as required.

- Clerk any statutory appeal committees/panels the Local Governing Bodies are required to convene.

### **Company secretarial**

- File documents and accounts at Companies House within correct timescales.
- Ensure that the Board of Trustees acts within its powers and decisions are communicated and notified to relevant bodies.
- Provide advice to the Board of Trustees, members and governors on changes in legislation which may affect the governance of the Trust.
- In conjunction with the CEO and DFO, prepare the Trust annual report for submission to ESFA and Companies House.

### **Policy development**

- Ensure all Trust/school policies are regularly reviewed and approved by Trustees, or the Local Governing Body as required.
- Ensure statutory requirements for the publication of policies on the Trust/school website are adhered to.
- Lead in the development of the Trust suite of policies.

### **Other**

- Undertake a variety of projects, involving internal and external research on good governance and Compliance practice.
- Undertake professional development as agreed with academy leaders.
- To work collaboratively within the immediate team and the wider Trust community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by CEO or DFO.

### **Special Factors**

- The nature of the work may involve the post holder carrying out work outside of normal working hours as some evening work will be required to attend at meetings.



- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

## PERSON SPECIFICATION

|   | Essential | Desirable | How assessed |
|---|-----------|-----------|--------------|
| <b>Qualifications</b>   |           |           |              |
| 5 A* to Cs at GCSE, including English and Maths   | ✓         |           | App/Doc      |
| A degree qualification or equivalent  |           | ✓         | App/Doc      |
| Evidence of continuous professional development and/or personal development                     | ✓         |           | App/Doc      |
| <b>Experience</b>   |           |           |              |
| Experience working in a professional office environment.  |           | ✓         | App/Int      |
| Experience of supporting governance within a statutory or professional environment              |           | ✓         | App/Int      |
| Experience of producing meeting papers and minutes in a statutory or professional environment   |           | ✓         | App/Int      |
| Experience of developing, communicating and successfully implementing guidance and procedures   |           | ✓         | App/Int      |
| Experience of working within the education sector   |           | ✓         | App/Int      |
| <b>Knowledge and understanding</b>  |           |           |              |
| Ability to manage meetings in person and via video conferencing                                 | ✓         |           | App/Int      |
| Ability to build effective working and professional relationships with colleagues at all levels | ✓         |           | App/Int      |

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| Understanding of relevant legislation and regulatory requirements underpinning education and the academy sector |   | ✓ | App/Int |
| Methodologies of risk assessment, management and mitigation   |   | ✓ | App/Int |
| Basics of trust funding and planning, good governance design  |   | ✓ | App/Int |
| Ability to maintain strict confidentiality in all matters   | ✓ |   | App/Int |
| Ability to work effectively to regular deadlines and manage contributions from others                           | ✓ |   | App/Int |
| <b>Skills and attributes</b>  |   |   |         |
| Excellent verbal and written communications skills  | ✓ |   | App/Int |
| Effective influencing and enabling skills   | ✓ |   | App/Int |
| A keen eye for detail   | ✓ |   | App/Int |
| Self-motivated, flexible, and adaptable.  | ✓ |   | App/Int |
| Ability to work independently, without direct supervision and as part of a team                                 | ✓ |   | App/Int |
| Have excellent organisation and communication skills with the ability to multitask and prioritise workloads     | ✓ |   | App/Int |
| Computer literacy   | ✓ |   | App/Int |
| <b>General Circumstances</b>  |   |   |         |
| Evidence of regular attendance at work  | ✓ |   | App/Int |
| A commitment to doing the right thing – even in the most challenging of circumstances                           | ✓ |   | App/Int |

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| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations                                    | ✓ |  | App/Int     |
| Willingness to undertake training  | ✓ |  | App/Int     |
| <b>Factors not already covered</b>   |   |  |             |
| Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010 | ✓ |  | App/Int/Med |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (e.g., Certificate, Driving licence, passport)