



### **Job Description: Governance Assistant**

Title:	Governance Assistant
Reports to:	Governance Manager <i>with dotted line to Chief Executive Officer, and Chair of Trust Board</i>
Location:	Based at Harmony House / Cuckoo Hall Campus with regular visits to our other sites
Hours:	Part time (2.5 days per week including evenings)
Annual Weeks:	52
Contract Type:	Permanent
Salary:	Pay band 5 - £12,134.14 (pro rata) per annum (FTE £24,268.28)

#### **Purpose of the job:**

To act as a Trust liaison and provide support to CHAT's Board of Trustees, Academy Governors and on occasion the Chief Executive Officer including the clerking of regular evening meetings

The role involves a level of engagement and collaboration with Board members, Chairs of Local Governing Bodies, Governors, Head teachers', Heads of Departments and Middle Managers in order to support Governance compliance.

To work alongside a CHAT-wide team of PA's and broader CHAT-wide Admin team.

This post is subject to an enhanced DBS check

#### **Main duties and responsibilities:**

##### **Governance**

- To support the Governance Officer and Governance Manager in planning, arranging and monitoring a schedule of meetings for the CHAT Board, sub committees and each academy's Local Governing Body, working unsociable hours as required.
- To attend and keep accurate records of Board, Board sub-committees and Local Governing Body meetings, collating and distributing agendas, minutes, meeting papers and other relevant documentation as required.
- Assist with administrative requirements associated with the appointment and resignation of Governors and Trustees, including statutory registers / filings and to monitor terms of office.
- To maintain and regularly monitor the Trust '*Register of Business and Personal interests*'
- To support the Governance PA and Governance Manager in ensuring CHAT's compliance with statutory governance requirements through the collation of information or amendments to our websites.

- To assist in the collation and preparation of statistics, management information and reports relating to Governance as required by the Governance Manager.
- Assist with arranging, developing and maintaining programmes of induction, recruitment and training for governors and to monitor and record governor participation and engagement with training delivered by the Trust.
- Liaise with Human Resources and Safeguarding team to monitor and chase Governor and Board Members DBS checks and child protection training respectively.

### **Support and Administration**

- To provide advice and support with regard to the Local Governing Body election process where appropriate.
- To provide efficient administration and occasional secretarial assistance to the Chair of CHAT Board of Trustees and the Chief Executive on occasion in respect of CHAT governance.
- To liaise with the Head of Business and Administration, Head of Facilities Management and Head of Catering respectively to ensure that refreshments are available as necessary for Board and Governing body meetings and that officers are aware of the times / dates of out-of-hours meetings.
- To liaise with the Head of Media and Marketing to ensure Governors and Trustees are kept up to date with appropriate Trust communications.
- To liaise with professional bodies, outside agencies, other schools and organisations as required.
- To be a point of contact for governors and Trustees in relation to enquires

### **General**

- To proactively seek personal development opportunities and to attend training agreed or recommended by your line manager.
- Undertake any appropriate administrative or clerical work to support CHAT, including data entry, filing, photocopying, diary management and mail distribution.
- At all times to conduct the post as an ambassador of the values and ethos of the Trust with a focus on ensuring the best possible support for the delivery of outstanding teaching and learning for all pupils in CHAT academy schools.
- Undertake all work with due regard to the safeguarding and protection of children, and to health and safety requirements.
- Undertake all work with due regard to best practice and legal requirements relating to diversity and equality.
- Undertake any other appropriate work as directed by the Governance Manager, Chief Executive or Chair of the CHAT Board of Trustees

### **Person Specification: Governance Assistant**

You will need to have a positive, can-do attitude with strong organisational skills. You will need to be committed to providing an excellent clerking service and to the aims and objectives of CHAT Academies as a provider to the highest quality education to children in our area.

<b>Qualifications and other required experience and skills</b>	<b>Essential</b>	<b>Desirable</b>
Substantial experience of working in clerking or secretarial role	✓	
Experience of taking formal / professional minutes	✓	
Experience of working in a school		✓
Knowledge and understanding of safeguarding		✓
Strong written and verbal communication	✓	
Demonstrable resilience and interpersonal skills	✓	
Effective personal organisation skills	✓	
Inclusive and collaborative approach	✓	
Strong IT skills (including Word, Excel, Outlook)	✓	