

## Job Description and Person Specification

# Governance Administrator

<b>Responsible to:</b> Facilities and Governance Officer	<b>Grade:</b> 6
<b>Hours:</b> 18 hours per week – Term Time only	<b>Duration:</b> Permanent
<b>Main Location:</b> Faringdon Community College – Central Team <sup>1</sup>	

**Context:** Under the direction of the Facilities and Governance Officer, this role will provide the focal point for administrative support for governance and the Board of Trustees.

### The purpose of the Governance Administrators role is to:

- Clerk the Board of Trustees and the board committees (approx. 17 evening meetings per year)
- With support from the Facilities and Governance Officer, provide advice to the Board of Trustees and LGBs on governance, constitutional and procedural matters, in line with Academy guidance and procedures.
- To be responsible for the efficient administration of the Trust office, including organisation and security of all Trust hardcopy and electronic files and documents.
- Provide effective administrative support to the Board of Trustees and its committees.
- Manage information effectively in accordance with legal requirements.
- Under the direction of the Facilities and Governance Officer, act as a focal point for queries from the LGBs.
- Under the direction of the Facilities and Governance Officer, assist with co-ordinate the covering of LGB meetings when a substantive clerk cannot attend, or cover as appropriate.

### Main responsibilities and tasks

1. With support from the Facilities and Governance Officer, provide advice to the Board of Trustees and LGBs:
  - Advise the Board of Trustees on governance legislation and procedural matters where necessary before, during and after meetings
  - Act as the first point of contact for Board of Trustees and LGBs with queries on procedural matters;
  - Inform the Board of Trustees and LGBs of any changes to its responsibilities as a result of a change in Government legislation;
  - Assist with advice on best practice in governance, including on committee structures and self-evaluation
2. Provide effective administration of meetings of the Board of Trustees
  - With the chair and the CEO prepare a focused agenda for the Board of Trustees meeting and committee meetings

<sup>1</sup> Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FAoS can be found at [here](#).

- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate
- Record the attendance of Board of Trustees at meetings, and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Produce accurate and timely Board meeting agenda and minutes.

### 3. Membership of the Board of Trustees and the LGBs

- Advise Board of Trustees and appointing bodies in advance of the expiry of a Trustees term of office, so appointments can be organised in a timely manner in line with Academy guidelines;
- Maintain a register of Board of Trustees pecuniary interests and ensure the record of Trustees business interests is reviewed annually and lodged within the central team; ensuring they are published on the Trust website
- Maintain a record of training undertaken by members of the Board of Trustees
- Send new Trustees induction materials and ensure they have access to appropriate documents, including the Code of Conduct
- Contribute to the induction of Trustees taking on new roles, in particular Chair or Chair of a committee
- Ensure New Governor (Trustee) forms are completed and processed.
- Support recruitment of the Board and LGBs.

### 4. Manage Information

- Maintain a complete database of governors and Trustees with the Trust in line with DfE requirements.
- Act as a focal point pro-actively co-ordinating, administering and publicising Trust policies, keeping the central policy register up-to-date.
- Under the direction of the Facilities and Governance Officer, assist with ensuring the Board of Trustees is compliant with GDPR
- Ensure the Trust website is updated in accordance with DfE Guidelines.
- Under the direction of the Governance and Facilities Officer maintain Company Books and registers as required by Company Law, filing documents to Companies House as required.
- With support from the Facilities and Governance Officer, administer the Scheme of Delegation and statutory policies.

### 5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

### 6. Additional Services

The Governance Administrator may be asked to undertake the following additional duties:

- Clerk panels, in line with Academy Policy and Procedure
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

## Qualifications and Experience

Qualities	Essential/ Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• General clerical/administrative/financial work including minutes taking</li> <li>• Previous clerking experience</li> </ul>	<p style="text-align: center;">E D</p>
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>	<p style="text-align: center;">D E</p>
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>• Effective use of ICT packages including MS Office software</li> <li>• Use or relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant polices/codes of practice and awareness of relevant legislation</li> <li>• Ability to identify own training and development needs and cooperate with means to address these.</li> <li>• Knowledge of GDPR</li> </ul>	<p style="text-align: center;">E E E D E D</p>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Be a person of integrity</li> <li>• Be able to maintain confidentiality</li> <li>• Be able to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Have good interpersonal skills</li> </ul>	<p style="text-align: center;">E E E E E</p>
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Able to work at times convenient to the Board of Trustees, including evening meetings 2-3 times per month</li> <li>• Able to travel to meetings</li> <li>• Car owner and driving licence</li> </ul>	<p style="text-align: center;">E E D</p>