

Job Description: Governance Professional

Hours of Work: As required (see example annual meeting schedule)

Rate of Pay: Zero hours contract, £21.63 per hour

Job Title:	Governance Professional
Main Purpose:	<p>To provide advice and guidance to the Governing Board of Tiffin School and Trustees of The Tiffin School Foundation on governance, constitutional, charity and procedural matters.</p> <p>To contribute towards the efficient and effective functioning of the respective boards and their committees by providing:</p> <ul style="list-style-type: none">• administrative and organisational support• guidance to ensure compliance within the appropriate legal, charity and regulatory framework• advice on procedural matters
Reports To:	Chair of the Governing Board
Key Relationships:	<ul style="list-style-type: none">• Chair of the Governing Board• Chair of The Tiffin School Foundation• Governors• Foundation Trustees• Head Teacher and other members of the SLT• Company Secretary
Responsibilities:	<p>Organising meetings, hearings and appeals</p> <ul style="list-style-type: none">• Preparing for and administering meetings, allowing the board to make effective use of their time and focus on strategic matters.• Supporting the effective running of meetings by working with others to prepare agendas and liaising with those preparing papers to ensure they are available on time.• Convening meetings and ensuring they are quorate, inclusive and well structured.• Overseeing the election and appointment of Governors and Trustees.• Recording attendance and apologies and taking appropriate action in relation to absences.• Taking minutes including agreed actions.• Following up on action points with those responsible. <p>Providing advice and guidance</p> <ul style="list-style-type: none">• Providing advice and guidance on legal duties and governing practice, constitutional requirements, charity requirements,

board procedures, statutory guidance and policies. annual tasks and decisions and governor and trustee CPD.

- Accessing external advice as appropriate.
- Supporting issue resolution.

Administration and record keeping

- Supporting the respective board in maintaining records of policies and procedural documents and ensuring these are accessible.
- Maintaining records including contact details of Governor and Trustee members, terms of office and informing any relevant authorities of changes to details.
- Advising Governors and Trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the Board's capacity, diversity and skills mix.
- Establishing, in discussion with the respective board, open and transparent vacancy filling processes and efficient procedures for election and appointment.
- Giving procedural advice and assisting with the management of Governor and Trustee appointment and elections.
- Advising the respective board on succession planning for all board roles.
- Maintaining and updating governing documents such as terms of reference.
- Collating, maintaining and ensuring the correct publication of information about Governors and Trustees on the School website, Companies House and the Charity Commission[DM1] .
- Maintaining a record of respective board CPD
- Ensuring DBS and other relevant checks are carried out on any members of the respective board where it is appropriate to do so.
- Maintaining governance records in Google drive.
- Maintaining good relationships with Governors and Trustees and ensuring open communication.

Independence

- Supporting and advising the Governing Board on their self-review and development.
- Maintaining professional working relationships with the respective Chairs, board members and school leaders.
- Liaising on behalf of the Board when commissioning external reviews of governance
- Contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development.

	<ul style="list-style-type: none"> Participating in annual performance management with the Chair. <p>Ensuring compliance</p> <ul style="list-style-type: none"> Ensuring meetings are quorate. Overseeing the review of required policies. Publishing of governance information on the website. Advising on data protection requirements. Overseeing board recruitment processes. Co-ordinating safeguarding checks on board members. Monitoring eligibility of board members to serve, notifying disqualifications and expiry of office dates Keeping up to date with current educational developments and legislation affecting school governance.
Additional Responsibilities:	<ul style="list-style-type: none"> Undertake other reasonable duties related to the job purpose required from time to time.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

