



Governance Co-Ordinator

Job Description

Bohunt Education Trust and its member schools are seeking to appoint a Governance Co-Ordinator to contribute to effective governance by leading on governance support services to our academy local governing bodies (LGBs) at Steyning Grammar School, Bohunt Horsham, and Bohunt Worthing.

The Governance Co-Ordinator is likely to have been appointed as a Governance Clerk at one of these three Schools, but it is not essential for the right candidate. You will work collaboratively and holistically as part of the wider Governance Team to ensure consistent high quality and forward-looking governance.

In particular you will:

- Secure the delivery of highly effective clerking services at each LGB through the direct line management of each LGB Governance Clerk to ensure meetings are arranged, agenda finalised and circulated together with preparing and distributing papers; meetings are quorate and attendance recorded; quality assuring minutes and ensuring these are distributed; and ensuring action points are logged and followed up on
- Ensure that each LGB Governance Clerk delivers timely and high quality clerking service, and resolving service or delivery issues when necessary and in extreme circumstances being prepared to clerk meetings as part of the Governance Team;
- Provide advice to governing bodies, officers and staff of the School, for example, regarding governance legislation, procedural matters, responsibilities, best practice, policies, induction, learning and development etc
- Ensure each LGB establishes a clear training plan which it implements and in particular, ensure that each governor completes all mandatory required training and logs and records it accordingly
- Supports each LGB each term in updating visits planned, purposes, and documentation required
- Ensure that governing bodies are properly constituted, for example, advising on expiry of terms of office, maintaining up-to-date records of interest for governors and senior leaders, DBS checks, completed training etc
- Manage information effectively in accordance with legal requirements and those of the Trust and ensure compliant data protection practice in governance
- Maintain clear awareness of the Trust's governance arrangements and understand good practice, key developments and innovative practice within the sector and how to deploy these within the Trust's governance arrangements
- Undertake organisation and administration, including in relation to bookings, in connection with the governor training programme and the annual governors' conference

- Undertake other duties in support of the Director of Governance as may reasonably be requested
- Support the provision of advice and support to the LGBs in line with the Trust's scheme of delegation and governance documentation
- Convene panels for complaints and exclusions hearing, and as required attending exclusions and complaints hearings and a producing accurate minutes, in line with trust protocols, and within the required timescales
- Support the completion of each meeting report and annual impact report to BET Board, and ensure that all governance actions and planning are captured annually in a LGB plan.

Other responsibilities

- In undertaking all activities, to safeguard and protect the welfare of children and young people
- Demonstrate commitment to and behaviours in line with the Trust's ethos and vision
- Build and maintain positive working relationships across Trust, and support effective communications
- Take responsibility for own continuing professional development.

Performance Measures

- Performance management arrangements in place and effective in the development and support of staff
- Ongoing review demonstrates delivery of clerking service which meets the Trust's quality and timeliness expectations
- Professional clerking is a strength of governance as identified by routine quality assurance processes, governing body self-effectiveness reviews and Ofsted inspections
- Governors receive timely, appropriate and high-quality advice, their membership, roles and information are well managed
- Local Governing Body governance is efficiently and effectively organised, administered and is compliant with Trust and sector requirements
- Own and team compliance with internal and external policies and standards, as appropriate to role.

The role is 150 hours per academic year (roughly 4 hours per week but there will be weeks where more hours are worked, and weeks where no hours are worked) per academic year term time only; Grade 6 Non Teaching Staff £16-£20 per hour. We would consider proposals from applicants around alternative working arrangements or alternative proposals for working pattern/number of hours at interview.

Person Specification

E - Essential Criteria

D – Desirable Criteria

Skills, knowledge & aptitudes	
Good listening, oral and literacy skills	E
Writing agendas and accurate, concise minutes	E
ICT including keyboard skills and good knowledge (or willingness to learn) word packages; google drive	E
Organising time and working to deadlines	E
Record keeping & information retrieval and updating all relevant governor body records at least termly	E
Knowledge of governing body procedures	E/D
Knowledge of educational legislation, guidance and legal requirements	D
Administrative and organisational skills	E
Knowledge of Data Protection Legislation	D
Qualification and Training	
Demonstrate a willingness to attend appropriate training and development	E
Have already attended appropriate training	D
Experience	
Relevant personal and professional development	E
Experiences including taking initiative and self-motivation	E
Working as a member of a team	E

Personal Attributes	
Be a person of integrity	E
Be able to maintain confidentiality	E
Be able to remain impartial	E
Have a flexible approach to working hours	E
Have an openness to learning and change	E
Have a positive attitude to personal development & training	E
Special Requirements	
Be able to work at times convenient to the governing body including evening and morning meetings	E
Be able to travel to meetings as agreed in advance	E
Be available to be contacted at mutually agreed times	E

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