

## JOB SPECIFICATION

<b>Job Title:</b> Trust Casual Governance Officer	<b>Grade:</b> Grade 6
<b>Department:</b> Compliance and Governance	<b>Accountable to:</b> Compliance and Governance Manager
<b>Contractual Terms:</b> Casual	<b>Responsible for:</b> N/A

### Overall Purpose of the Job:

The role will provide administrative support to the Trust's Compliance and Governance Manager and Local Governing Bodies (LGB). You will offer advice on good governance processes and procedural issues, whilst ensuring compliance across this area.

### Key Duties and Responsibilities:

1. Provide effective and efficient administrative support under the guidance of the Compliance and Governance Manager, to include, but not limited to: producing, collating and distributing all LGB and sub committee board documents in a timely manner.
2. To advise all Trust governing boards on legislative and procedural matters.
3. Attend all LGB and sub committee meetings
4. Responsible for any hospitality arrangements at LGB and sub committee meetings including arranging refreshments as required.
5. Produce draft minutes for approval within agreed deadlines, circulating agreed minutes promptly.
6. Maintain up to date records of the membership of the governing boards including dates of appointment, terms of office, DBS renewal dates and personal details, communicating changes in details as necessary.
7. Maintain a Register of Business Interests across all Trust schools, ensuring it is reviewed on an annual basis and in line with Trust policies.
8. Maintain a record of training undertaken by Governors and Trustees.
9. Monitor attendance of meetings and refer to the Trust's Compliance and Governance Manager on absences as necessary.
10. Manage conflict of interests.
11. Support the induction of new Governors and Trustees to ensure they have all relevant documents and understand the role.

### Other duties:

- To ensure that all information is recorded and stored according to legislation and good practice.
- To be aware and comply with all policies and procedures, not limited to Safeguarding and Child Protection, Data Protection and Health and Safety.
- To contribute to the overall ethos of the Trust.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To attend and participate in training and other learning activities as required.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the CEO/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trusts responsibilities towards safeguarding.

As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance with this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.**

**Please note:**

**E = Essential criteria to be able to undertake the job**

**D = Not essential to undertake the role but would be beneficial**

**A = Application Form**

**I = Interview/Assessment process**

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 5 GCSE's Grade 4-9 (A-C), or equivalent, including Maths and English.	E	
	Level 3/A Level qualification or equivalent clerking or administration course.	D	
<b>Experience:</b>	Relevant experience of minuting meetings, committees or hearings.	E	
	Evidence of working in an environment where experiences included taking initiative and self motivation as well as team work.	E	
	Experience of maintaining effective and accurate administrative systems.	E	
<b>Knowledge and Statutory Requirements:</b>	Some detailed knowledge of processes and practices relevant to the role.	E	
	Practical level of knowledge of statutory duties in relation to relevant legislation.	E	
	Good detailed knowledge of Data Protection legislation.	D	
	Good and current knowledge of academy governance legislation.	D	
<b>Planning, Organisation and Mental Challenge:</b>	Knowledge of the respective roles and responsibilities of the Board of Trustees, Governing Body and Headteacher(s).	D	
	Excellent attention to detail and accuracy.	E	
<b>Empathy &amp; Social Intelligence:</b>	The role requires creative or judgemental skills; where there is some need to interpret information or situations and to solve straightforward problems.	E	
	The role requires some understanding of the needs, beliefs and desires of others.	E	

<b>Interpersonal and Communication:</b>	The role requires good interpersonal skills to be able to exchange orally or in writing information to inform others, including colleagues, students, parents, carers and members of the public.	E	
	The post holder will have developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action.	E	
	Ability to translate complex information into easily understood language.	E	
<b>Physical Skills and Demands:</b>	Exceptional administrative skills.	E	
	Keyboard skills are integral to the role where there is considerable demand for precision and speed.	E	
<b>Initiative and Independence:</b>	The role involves working within recognised procedures.	E	
	The role generally has access to a line manager for advice and guidance on unusual or difficult problems.	E	
	Ability to use initiative when appropriate.	E	
<b>Emotional Challenge and Resilience:</b>	The role involves limited contact with students/learners, parents/carers and staff, who through their circumstances or behaviour places minimal emotional challenge and resilience.	E	
<b>Philosophy and Commitment:</b>	Commitment to equal opportunities.	E	
	An interest in educational issues.	E	
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	E	
	A personal commitment to lifelong learning and continuous professional development.	E	
	Commitment to high standards, best value and continuous improvement.	E	
	A 'can-do' approach and positive attitude to innovation and change.	E	
<b>Personal Qualities:</b>	Good listening, oral and literacy skills.	E	
	Ability to organise time and work to deadlines.	E	
	Organised and efficient.	E	
	Good typing technical skills including proficiency with software packages, Microsoft Office and Google programmes.	E	

Ability to use the internet to access and research up-to-date information to be able to provide current updates and advice.	E	
Personal commitment to excellence in service delivery.	E	
Self motivation and personal drive to complete tasks to required quality standards and timescales.	E	
Ability to work under pressure and manage multiple deadlines.	E	
Ability to work on own initiative.	E	
Approachable.	E	
Person of integrity.	E	
Ability to remain impartial.	E	
Have a flexible approach to working hours.	E	
Be sympathetic to the needs of others.	E	
Have an openness to learning and change.	E	
Have a positive attitude to personal development and training.	E	
Have good interpersonal skills.	E	
Ability to travel to the meetings.	E	
Available to be contacted at mutually agreed times.	E	
Ability to maintain confidentiality	E	

**Responsibilities for Resources:**

**Line Management Responsibilities:** N/A

**Financial Responsibilities:** This role involves no direct responsibility for financial resources.

**Physical Resources:** The post holder has some responsibility for the care, accuracy, confidentiality and security of information.

**Responsibility for People:** The role involves limited impact on the well-being of people as a direct result of the tasks/duties undertaken.

**Responsibility for Policy Development:** The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy consultation.

**Responsibility for Student Outcomes:** The post holder will have limited direct impact on the educational outcomes of students.

**Working Conditions:**

The post holder works in an office environment and can have minimal exposure to people issues throughout the working day.

There will be limited requirement for standing, walking, bending or stretching.

**Main Contacts:**

The post holder must always project a professional image when dealing direct with colleagues, Trustees, Governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:**

**Signature of Post holder:** ..... **Date:** .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.**