

JOB DESCRIPTION

JOB TITLE:	Governance Administrator
SALARY:	£18,070 - £21,268 (Support Staff Scale Point 18 - 23) plus £4,000 Inner London Weighting pro rata
LOCATION:	London Bridge
REPORTING TO:	Director of Corporate Services
CONTRACT:	Full-time, Fixed term contract (initially 3 months but with possible extension)

Role Purpose:

The purpose of this role is to provide support to the governance manager in the administration and running of governance structures within E-ACT. As well as to take a lead in the smooth administration of E-ACT's regional governance forums (regional performance boards) – setting meeting dates, developing agendas and templates, minuting meetings and managing actions.

Key Accountabilities:

Board and Committees

To support in the smooth running of E-ACT's Board and Committees. This includes:

- Administration of trustee expenses.
- Facilitation of Board and Committee meetings (Room booking, catering arrangements, support with paper preparation etc.)
- Administration tasks relating to the Board's secure portal, Board Effect, including keeping documentation updated and helping to prepare trustee communication.
- Identifying and implementing process improvements relating to the Board & Committees.
- Deputising for the Governance Manager as necessary.
- Preparing correspondence.
- Maintaining the register of interests under the supervision of the Governance Manager.

Internal governance

To support in the smooth running of E-ACT's internal governance. This includes:

- Administration and coordination of internal governance forums (regional performance boards and raising achievement boards).
- Facilitating and minuting governance forums.



- Maintaining online systems and keeping governance records up-to-date.
- Developing agendas and reporting templates for use in governance forums.
- Advising colleagues on policy and procedure matters.
- Supporting policy and procedure reviews by updating policies and procedures as required.
- Being a central point of contact for E-ACT's regional coordinators and regional teams on governance matters.
- Maintaining the governance sections of the website and intranet.
- Process and monitor invoices and track the governance budget spend.

Legal administration

- Assisting the Director of Corporate Services in administration of legal paperwork and filing
- Assisting in the preparation of Freedom of Information and Subject Access Requests



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples’ needs and show an ability to offer genuine support • Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement
E – Essential

Assessed at
A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Knowledge of educational governance and the education sector.		X			
	A basic knowledge of freedom of information.		X			
Experience	Experience working with the central function of a large MAT		X	X		X
	Experience minuting lengthy formal meetings and preparing formal paperwork	X		X		X
	Recent substantial experience of developing and maintaining administration systems.	X		X		X
	Experience identifying and implementing process improvements.	X		X	X	X
	Experience working with trustees and senior leadership.	X		X	X	X
	Experience advising colleagues on governance and policy matters.			X	X	X
Skills	Attention to detail	X		X		X
	Excellent interpersonal skills with the ability to develop effective working relationships colleagues and interact persuasively with senior staff and volunteers.	X		X	X	X
	Excellent written and verbal communication skills.	X		X	X	X
	Good and proactive organisational, prioritisation and workload management skills.	X		X	X	X
	Excellent IT skills, in particular including a good understanding and experience of Microsoft Office Products (Word, PowerPoint, Excel, Outlook)	X		X		X

E-ACT

		E	D	A	I	P
	Discretion and absolute respect for confidentiality	X		X	X	X
	Demonstrable commitment to collaborative team work	X		X	X	X
	Ability to record and monitor financial records	X		X		X
	Process driven.	X		X	X	X