

Governance Support Officer

Job Description & Person Specification

September
2021

Reporting to the Executive Assistant of the Trust.

Purpose:

To provide an efficient and effective clerking service to the Members, Board of Trustees and its committees.

The Governance Support Officer, as Clerk to the Board of Trustees, works effectively with the Chair of the Trust, the Chief Executive Officer, the Central Trust Team, Governors and Headteachers to service the needs of Board of Trustees and its committees as defined in the Core Offer to Schools.

The Governance Support Officer would be responsible for advising the Board of Trustees on statutory procedures, constitutional matters, duties and powers and will work within the current legislative framework.

The Governance Support Officer will secure the continuity of Board of Trustee business, the communication between its committees and observe confidentiality requirements.

In the course of carrying out these duties the post holder will need to liaise with colleagues across the Trust and other agencies.

Duties and Responsibilities:

The post holder will act as the Clerk to the Members, Board of Trustees and its committees and carry out the following duties to a high standard:

1. **Provide Advice to the Members, Board of Trustees and its committees**
 - Advise on governance legislation and procedural matters where necessary before, during and outside of meetings;
 - Provide specialist, and sometimes contentious, advice, support and challenge;
 - Secure appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board of Trustees;
 - Advise on the constitution of the layers of governance and work with governors to recruit and appoint
 - Oversee robust governor induction;
 - Ensure GIAS, Companies House and Trust and school websites are continuously updated with the relevant governance information.

2. **Effective Administration of Meetings**
 - Work with the relevant staff and governors to prepare for meetings including agenda setting in a timely manner;
 - Attend meetings to produce comprehensive and consistent minutes including comments, questions, challenge and agreed actions, maintain a signed copy of all minutes. Produce an 'actions list' to be sent to people with actions assigned;

- Ensure meetings are quorate and meeting attendance records are maintained;

3. **Effective Monitoring of Membership**

- Manage terms of office effectively for all levels of Governance;
- Use the Trust's Articles of Associations to provide support and guidance around elections and other governance procedures;
- In line with Keeping Children Safe In Education ensure all levels of governance complete a Disclosure and Barring Services (DBS) check;
- Ensure all levels of governance sign declaration of interest, Code of Conduct annually and manage these documents;
- Prepare and provide parent and staff governor election paperwork, and where necessary, ballot material;
- Management of governance resignations, notifying relevant teams and carrying out exit interviews.

3. **Information Management**

- Maintain copies of current terms of reference and membership of committees, working parties and link governors, ensuring that these are reviewed on an annual basis;
- Maintain a record of all levels of governance correspondence in line with data retention guidance;
- Maintain training records for all levels of governance;
- Follow GDPR procedures at all times;
- Run skills audits for all levels of governance annually and contribute to the annual review and governor impact statement with the Chair of the Board, Chairs of LGCs and central CLIC Team.

4. **Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; responsibility to keep up to date with legislative changes;
- Regular liaison with local authorities, local advice and guidance as well as external providers such as the NGA and The Key for School Governors.

5. **Additional Services**

- To build up effective and collaborative relationships with all of our schools;
- Contribute towards the development of the service;
- To undertake any other administrative duties as may be required by the Central Trust Team, for example: preparing and proofreading correspondence, communications, presentations and other documentation from the Trust to all levels of governance;
- Organise governance events and training.

6. **Working Conditions**

- A flexible approach to working hours is essential as the role involves some twilights/evening meetings which tend to cluster in certain weeks in term however, the administration work prior to and following meetings can be carried out in a flexible way;
- The role will be office based in the central CLIC office on the Chorlton Park Primary site in Chorlton, Manchester but flexible work is encouraged and some of the work can be undertaken from home in line with the Lone Working Policy;
- Attendance at schools for meetings will be required. Travel expenses will be reimbursed.

Person Specification

Selection criteria	A = application I – interview R = reference	Essential	Desirable
	Method of Assessment		
1. Qualifications and Training			
1.1 Degree	A & I		✓
1.2 A levels or equivalent	A & I	✓	
1.3 GCSE Grade C or above in English and Maths	A & I	✓	
2. Skills and Experience			
2.1 A minimum of 3 years clerking or working in school governance	A & I		✓
2.2 Proficient in computer skills and an in depth knowledge of relevant software packages such as MS Office, Google Docs, One Drive, etc	I	✓	
2.3 Exceptional administration, planning and organisational skills	A, I & R	✓	
2.4 Meticulous attention to detail and quality control	A & R	✓	
2.5 Excellent interpersonal skills including oral and written communications and effective listening. Able to liaise with all levels of seniority	A & I	✓	
2.6 Ability to challenge unrealistic requests appropriately while providing feasible alternatives. Excellent problem solving skills	I		✓
2.7 Ability to proactively manage multiple projects, adhering to timescales and ensuring that all relevant parties are kept fully abreast of development	A, I & R	✓	
2.8 Take responsibility for their work, organises and prioritises work to best meet varying demands	A, I & R	✓	
2.9 Contributes ideas and suggestions to the development and improvement of systems, procedures and ways of working	I		✓
2.10 Experience of working with sensitive and confidential information and the ability to deal with others with tact, discretion and confidentiality	A, I & R	✓	
3. Knowledge			
3.1 Knowledge and understanding of governance and Compliance	A		✓
5. Personal Style and Behaviour			
5.1 Tact and diplomacy in all interpersonal relationships	I	✓	

5.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	A, I & R	✓	
5.3 Adaptable to changing business needs and priorities	A, I & R	✓	
5.4 Acting with professional integrity and diplomacy at all times, maintaining discretion about company business inside and outside of working hours	I	✓	
5.5 Confidence to intervene in real time during Member, Board and Committee meetings where necessary in order for meetings to be focused and productive.	I, R	✓	
5.6 A confident, professional and articulate demeanour at all times	I	✓	
5.7 Acts as an ambassador for the Trust and always displays integrity and honesty. Dependable and reliable, leads by example	I & R	✓	
5.8 Calm under pressure. Resilient to peripheral issues, focuses on the task and strives to deliver	I & R	✓	
5.9 Extremely proactive with a diligent approach to delivery	I & R	✓	
5.10 Efficient, supportive and helpful. A team player with an enthusiastic, positive attitude	A, I & R	✓	
5.11 High personal standards of performance; takes pride in own work	A & R	✓	
5.12 Be willing to consent to and apply for an enhanced disclosure to a DBS Check, Self-Declaration and references	A	✓	
6. Flexibility			
6.1 A preference for variety and flexibility in work. Characteristics typically include: an ability to work effectively despite changes to colleagues, settings and environment.	I & R		
6.2 Attend evening meetings	I & R		