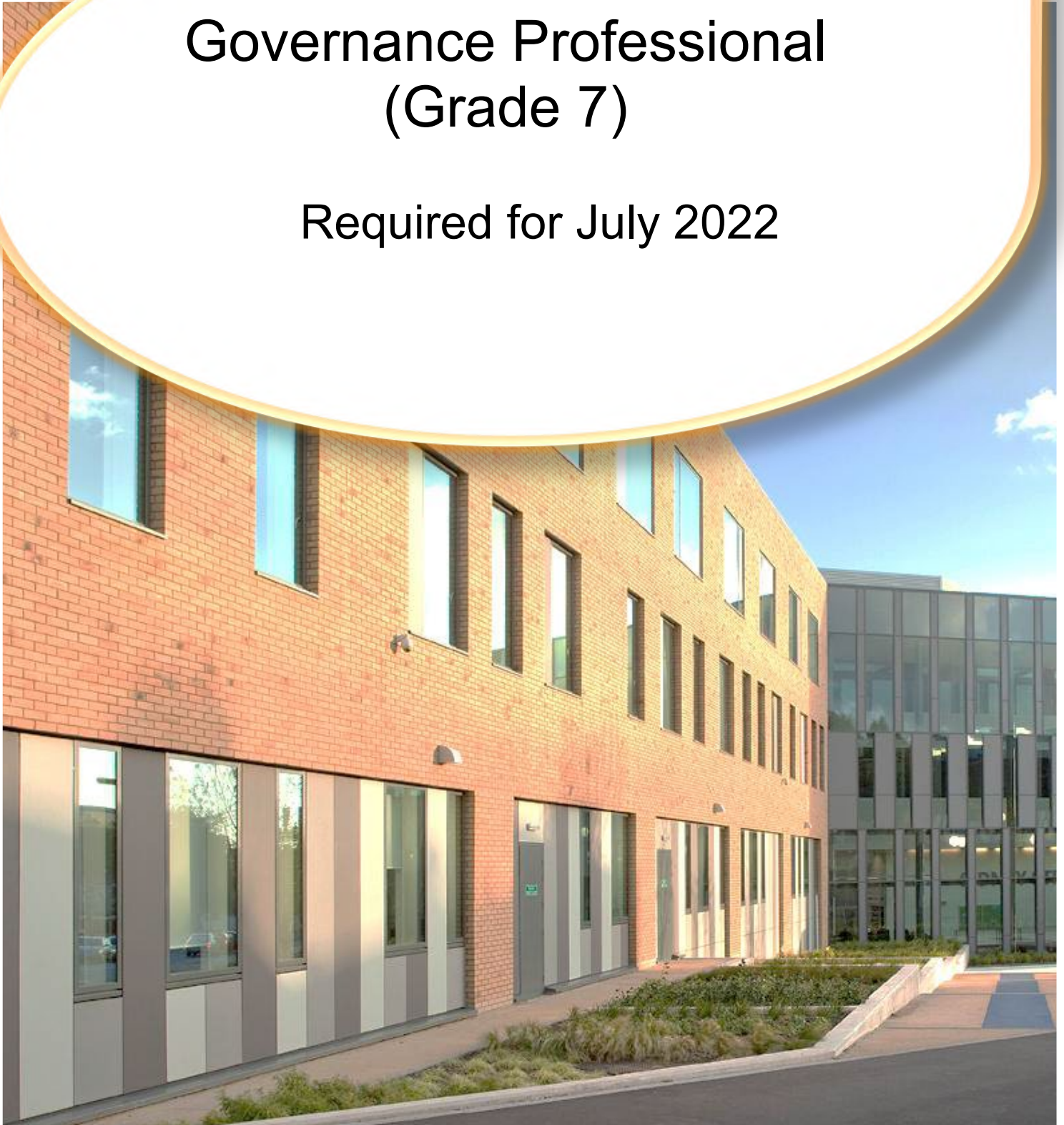


Governance Professional (Grade 7)

Required for July 2022



Sidney Stringer Academy Multi Academy Trust consists of five schools. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Governance Professional

As the Multi Academy Trusts Governance Professional you will contribute towards the efficient functioning a Trust Board and its committees. In addition you will provide admin and personal support as appropriate to the CEO, Director of Business and Finance and Director of Operations.

We are looking for someone who is friendly, calm, assertive, organised and able to work independently.

You will work closely with the MAT's CEO and other senior members of staff across the Trust.

Why work at Sidney Stringer:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes

- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners
- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Governance Professional to the MAT

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 7

Hours: 37 hours per week – flexibility considered around all year round or term time only

(This will include working evening for MAT Trust board meetings and Local Governing Body meetings)

Job Purpose

Contribute towards the efficient functioning a Trust Board and its committees by providing:

- administrative and organisational support;
- guidance to ensure that the Trust works in compliance with the appropriate legal and Regulatory framework, and understands the potential consequences for noncompliance; and advice on procedural matters relating to the operation of the board.
- supported by a part time governance assistant

Provide Admin and Personal support as appropriate to the CEO, Director of Business and Finance and Director of Operations.

Main responsibilities and tasks

- Keep abreast with current educational developments and legislation affecting schools and Multi academy Trusts;
- Provide advice to the Trust Board and Local Governing Boards. This will include core functions and DFE governance advice, including the Governance Handbooks and Competency Framework for Governance.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board;
- Inform the Trust Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Produce the annual calendar for MAT Trust Board, Local Governing Boards and committee meetings.
- Ensure new Governors and Directors receive induction materials and complete the necessary checks. Ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of Governors and Directors taking on new roles, in particular Chair of the Board or Chair of a Committee.
- Identify priorities, anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations
- Support pupil exclusions, appeal panels i.e. complaints/capability
- Line Manage the Assistant to the Governance Professional

Support for CEO, Director of Business & Finance and Director of Operations

- Be the main point of contact for all external correspondence and requests
- Lead on arranging meetings whether face to face or virtually and electronic diary management
- Support the smooth running of these meetings with booking rooms and refreshments

- Support with recording of these meetings where needed

Effective administration of meetings

- With the Chair and CEO, prepare a focused agenda for the Trust Board meetings and Local Governing Boards and any committee meetings such as Business Managers, Safeguarding etc.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or as stated in the articles of association;
- Ensure Governor Hub is up to date and encourage it's use by Governors, Director and Executive Leaders
- Ensure meetings are quorate
- Record the attendance of Governors and Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising those absent of the date of the next meeting.
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chairs, CEO, and Executive Leaders.
- Circulate the reviewed draft to the relevant people
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

Membership

- Advise Governors and appointing bodies in advance of the expiry of a Trustee and Governor terms of office and the impact of this on the Board's capacity and skills mix
- Advise the MAT Board on the DfE's recommendations and guidance in relation to Members and Trustees
- Establish, in discussion with the Board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner;
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections. Collate and maintain information about Trustees such as any Business or Pecuniary Interests and where required publish this information on the Trust's website.
- Ensure the necessary checks (such as Disclosure and Barring - DBS) have been carried out on any Governor/Trustee/Member when it is appropriate to do so.
- Investigate training opportunities as determined by an annual skills audit. Maintain a record of training undertaken. Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

Manage Information

- Ensure that the MAT website is up to date and compliant.
- Ensure that Governance pages on individual school website are kept up to date.
- Maintain up to date records of the names, addresses and category of Trust Board and Local Governing Board members and their term of office, and inform the Trust board and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors
- Maintain a record of signed minutes, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of Trust Board and Local Governing Board correspondence.
- Manage the flow of information from Trust Board to Local Governing Boards committees and vice versa
- Produce and maintain a governance yearly planner in advance

People and relationships

- Develop and maintain effective professional working relationships with the Chair, the Trust and Executive Leaders
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

General

- The post-holder must carry out his or her duties with full regard to the MATs policies and procedures.
- The post-holder will participate in the MATs performance management process as it is applied for all staff.
- The post-holder will perform any other duties and responsibilities within the range of the salary grade.

Safeguarding

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full

guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Personal Specification
Governance Professional

	Essential requirements:	Desirable requirements:
Qualifications	<p>4 GCSEs (A*-C / 9-4).</p> <p>Minimum level 3 (or equivalent) qualification in governance, education, administration or human resources.</p>	<p>Have achieved/currently undertaking the National Development Programme for Clerks or its equivalent.</p> <p>Graduate with ICSA or similar professional qualifications relating to administration and/or governance.</p>
Experience	<p>Full computer literacy with experience of using MIS software.</p> <p>Experience of administrative systems and procedures.</p> <p>Handling of sensitive and confidential information with discretion and diplomacy.</p> <p>Ability to prioritise work to meet tight deadlines.</p> <p>Experience of writing agendas and accurate concise minutes.</p> <p>Experience of proof-reading documents for accuracy.</p> <p>Ability to develop and maintain effective and supportive relationships with colleagues.</p> <p>Ability to effectively engage with virtual meetings, as required.</p> <p>Evidence of relevant personal and professional development.</p> <p>Experience working as part of a team.</p> <p>Experience of working on own initiative</p>	<p>Experience of working in a school environment.</p> <p>Experience of supporting a governing board.</p> <p>Understanding of the purpose, value and principles of governance.</p> <p>Experience of developing new or improved administrative processes.</p> <p>Knowledge of educational legislation, guidance and legal requirements.</p> <p>Knowledge of the respective roles and responsibilities within educational governance.</p> <p>Experience of working in a regulated sector and/or charitable trust.</p> <p>Knowledge of Equal Opportunities and Human Rights Legislation.</p> <p>Knowledge of Data Protection Legislation.</p>

Skills & Knowledge	<p>Excellent organisation skills.</p> <p>Excellent time management skills.</p> <p>Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines.</p> <p>Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences.</p> <p>Good listening, oral and literacy skills.</p> <p>Have good record keeping and information retrieval skills.</p> <p>Effective written and verbal communication skills.</p> <p>Ability to compose letters with fluency.</p> <p>Ability to work on own initiative and be decisive.</p> <p>The capacity to remain calm and to cope with the unexpected.</p>	<p>Have a thorough understanding of the duties of a Governance Professional within the education sector.</p> <p>Knowledge and experience of whole school procedures, organisation and structure.</p>
Personal Qualities	<p>Flexible approach to work including the ability to work some evenings.</p> <p>Commitment to maintaining confidentiality.</p> <p>Ability to remain impartial.</p> <p>Committed and enthusiastic attitude.</p> <p>Confident, positive and flexible approach to work.</p> <p>Willingness to actively participate in training and development.</p>	
Additional Requirements	<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.</p> <p>Right to work in the UK.</p>	

	<p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</p> <p>Ability to understand and demonstrate commitment to work within and promote compliance with Equal Opportunities and Diversity.</p> <p>Ability to work flexible hours when meetings are in the evenings.</p> <p>Be able to travel to meetings.</p> <p>Be available to be contacted at mutually agreed times</p>	
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Governance Professional

Grade 7 - £32,798 – £39,571pa

37 hours per week – All year round (flexibility potentially available)

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

As the Multi Academy Trusts Governance Professional you will contribute towards the efficient functioning a Trust Board and its committees. In addition you will provide admin and personal support as appropriate to the CEO, Director of Business and Finance and Director of Operations.

If you would like further information or to discuss the post in more detail then please contact

Richard Kershaw (Director of Buiness & Finance) - rkershaw.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 25th April 2022 at noon

Interview date : TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.