

# Job Description – Governance Administrator



**Job Title:** Governance Administrator

**Reports to:** Head of Governance

**Liaison with:** Academy governors, Headteacher, Hub Business Managers, School-based administrators, CEO, DSAT Services Team, Parents, Local Authorities, Salisbury Diocesan Board of Education, GIAS and external organisations.

To provide efficient administrative support, to ensure compliance with relevant bodies and the school administrative reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

## Main Duties:

- Provide advice and guidance.
- Advise committees on DSAT's Scheme of Delegation and ASEC terms of reference, governance legislation, policy and procedural matters relating to their delegated remit as and when changes occur.
- Act as the first point of contact for governors with queries on procedural matters.
- Liaise with the Trust to provide or procure appropriate legal advice, support and guidance related to a committee's delegated remit on the behalf of governors.
- Offer verbal advice and/or written briefings on best practice in governance (as per DfE guidance, CST guidance and Governance Handbook).
- Promote compliance with the delegated terms of reference and relevant academy/ies' supplemental funding agreement(s); helping to ensure that governors deliver appropriately robust and respectful challenge and support to hold leaders to account for performance.
- advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants; ensuring the academy policy review schedule is kept up-to-date and brought to the attention of staff for revision in a timely manner.
- Assisting in the process of evaluating and developing the quality and impact of committee governance.

## Facilitate effective administration of meetings

- Advises on the annual calendar of meetings and agendas in conjunction with the committee chairs, headteacher/lead report(s) and DSAT.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers 7 days before the scheduled meeting.
- Ensure meetings are quorate.
- Demonstrate the ability to use professional judgement in drafting accurate summary minutes of committee meetings, indicating who is responsible for any agreed action with timescales. Send first draft minutes to the chair, headteacher and [governance@dsat.org.uk](mailto:governance@dsat.org.uk) within the agreed timescale.
- Upload to SharePoint the approved summary draft to the committee in readiness for the next scheduled meeting.
- Follow-up any agreed action points with those responsible and provide a progress update on their behalf at the next scheduled meeting.
- Clerk any statutory appeal and ad hoc /panels the committee is required to convene.

## Membership

- Ensure an audit of skills is conducted at least bi-annually and advise the outcomes/skills gaps to the committee and Trust to inform future recruitment.
- Notify governors, the Trust and appointing bodies in advance of the expiry of a governor's term of office, so elections and/or succession planning can be organised in a timely manner.

- Give procedural advice concerning process of ASEC Chair appointments, election of parents or staff.
- Provide recruitment support in adherence with the Trust's governor recruitment process, and Safer Recruitment Policy, ensuring that the relevant Single Central Record is updated.
- Liaise with the committee chair to coordinate the onboarding and induction process for new governors, including the issue of a trust email address and secure access to SharePoint (and removal immediately upon their departure).
- Contribute to the induction and development of governors taking on new roles, e.g. chair or vice-chair, designated link governor.

### Manage statutory information and compliance

- Maintain an up-to-date register of every governor's declared interests, attendance, training.
- Maintain up to date statutory records and ensure compliance with DfE guidance: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>
- Inform the relevant committee chair, Trust, Diocesan Board of Education and any other stakeholders of any changes to committee membership.
- Use SharePoint to maintain up-to-date, digital governance records (ensuring the contents of each meeting folder is not changed once a meeting has been held to provide an effective audit trail of committee business).
- Ensure compliance with the suite of DSAT Data Protection Policies, including Retention and Destruction Policy.
- Ensure full compliance with the DSAT suite of Safeguarding Policies.

### People and relationships

To develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives.
- working closely with committee chairs and senior leaders across the Hub and other clerks across the Trust to promote two-way communication across the DSAT governance structure.
- maintaining effective communications with relevant external stakeholders such as the Diocese of Salisbury and local authority.

### Personal development

- Undertake appropriate and regular training and development to maintain the knowledge, skills and behaviours required in line with DfE guidance.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

### H&S and Safeguarding

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Work within the Trust's policies and procedures.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in the process, and we would aim to reach agreement on any changes.

# Person Specification – Governance Administrator



	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> <li>GCSE English Language (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to attend the national training programme for Clerks or its equivalent</li> </ul>	Application Form Interview
Knowledge and Skills	<ul style="list-style-type: none"> <li>The understanding and ability to demonstrate the knowledge, skills and behaviours required to provide professional clerking in line with the Clerking Competency Framework (DfE) 2017</li> <li>Proficient use of IT including MS Office, Teams and SharePoint</li> <li>Good verbal and written communication skills and stakeholder engagement at all levels</li> <li>Effective time management and working to deadlines</li> <li>Accurate digital ways of working including: record keeping, information retrieval and dissemination data/documentation</li> <li>Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit</li> <li>Planning and organising meetings</li> <li>Able to work at times convenient to the governors including evening meetings</li> <li>Able to travel to meetings and manage virtual meetings</li> <li>Available to be contacted at mutually agreed times</li> </ul>	<ul style="list-style-type: none"> <li>Using the internet to access relevant information</li> <li>Knowledge of governing procedures relevant to charitable companies</li> <li>Knowledge of education sector and other relevant legislation, guidance and legal requirements</li> <li>Knowledge of the respective roles and responsibilities of governors, the Headteacher, the Trust, the LA, church authorities and the DfE</li> </ul>	Application Form Interview
Experience	<ul style="list-style-type: none"> <li>Relevant professional development as a clerk or personal/executive assistant</li> </ul>	<ul style="list-style-type: none"> <li>Experience of clerking in a multi-academy trust</li> <li>Working on own initiative and as a member of a team</li> </ul>	Application Form Interview

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Person of integrity</li> <li>• Able to maintain confidentiality</li> <li>• Able to remain impartial</li> <li>• Flexible approach to working hours</li> <li>• Sympathetic to the needs of others</li> <li>• Open to learning and change</li> <li>• Positive attitude to personal development and training</li> <li>• Good interpersonal skills</li> <li>• Sympathetic to the vision and values of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Enthusiastic and resilient</li> </ul>	Application Form Interview
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