

JOB DESCRIPTION: Governance Administrator

Job title:	Governance Administrator
Working pattern	20hrs per week, term time + 1 week
Responsible to:	Governance Professional
Salary (FTE)	£26,718 - £27,983 per annum (FTE)
Salary (Actual)	£12,353 - £12,938 per annum
Core purpose of the role:	To support the Governance Professional by managing governance services for Aspire Local Advisory Bodies ensuring compliance and effectiveness. Act as clerk to six Local Advisory Bodies (LABs). Recruit, onboard and induct new Local Advisory Body governors and maintain all records in relation to LAB's. Manage the annual policy cycle of review, ratify, distribute and records. Update Aspire and school websites and provide administrative support to Aspire governance functions.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular (but not limited) to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- **Recruitment, onboarding and induction of Local Advisory Board members:** As required, work with the Chair of the Board and Principal to advertise, recruit and onboard new Local Advisory Body Governors taking into account the skills and expertise already on the Boards and target for any specific skill set required. Onboarding includes; ID checks, DBS check, obtaining references, section 128 check, ensuring training and declarations are completed, assigning access and any other relevant onboarding checks.
- **Maintain records of Local Advisory Board members:** Maintain accurate records of LAB members on Governor Hub, including maintenance of the Single Central Record. Maintain records and allocate training to LAB members to include statutory training and on-going CPD opportunities.
- **Clerking and annual calendar:** Manage the annual cycle of Local Advisory Body meetings and agenda items in liaison with the Chairs, ensuring compliance with governance requirements



and trust strategic priorities (Governance Professional will support). Ensure papers are received and distributed (using Governor Hub) in line with the Terms of Reference timelines. Attend every Local Advisory Board meeting and act as clerk, take minutes and recording actions. Provide guidance on constitutional and procedural matters.

- **Follow up from Local Advisory Body Meetings:** Work with the Chair of the Board to agree the minutes, use Governor Hub to distribute minutes and follow up on actions from the meeting.
- **Ongoing support for Local Advisory Board members:** Provide ongoing support for LAB members in relation to access to relevant platforms, email, Governor Hub and training platforms. Answer queries in a timely manner.
- **LAB member visits and monitoring:** Co-ordinate LAB member visits and monitoring to include maintaining records of visits and follow-up actions.
- **Academy website maintenance:** Maintenance of Academy websites with LAB member records.
- **Liaison with Governance Professional:** Liaise with the Governance Professional on any themes or follow-up actions from LABs for the Board of Trustees.
- **Policy Management:** Manage the annual policy schedule, inform policy owners of due dates of reviews, send reviewed policies to Governance Professional to be ratified at the Board of Trustees meetings. Organise distribution and instructions to schools on personalisation, distribution and recording of reviewed policies. Update Academy websites with reviewed policies.
- **Stage 2 Complaints support:** Support to Governance Professional with providing support, advice and administrative support in relation to Stage 2 complaints.
- **Additional duties:** Other duties the Chair of Local Advisory Boards, CEO or Governance Professional may from time to time reasonably require.

Attendance at all Local Advisory Board meetings is essential, including a mix of on-site and remote meetings across Aspire sites. Meetings are typically scheduled during early mornings, late afternoon or early evenings. The post holder will be expected to work flexibly to support meetings, urgent governance matters, and key governance events throughout the academic year.

This role is pivotal in ensuring the MAT operates with the highest standards of governance, supporting strategic decision-making and compliance. The successful candidate will champion governance excellence and innovation across all six schools.

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.



This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- The post holder may be required to work with a number of pupils with SEN to minimise the reliance on a particular adult
- The pupil/s may not be able to be in a classroom setting for parts of the day, so the post holder may need to work in isolation with the pupil/s

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Proven experience in governance clerking role.	Desirable
Excellent administrative skills, including accuracy and excellent written and verbal communication skills.	Essential
Commitment to professional development and continuous improvement.	Essential
Ability to independently travel to all sites across Hemel Hempstead and Watford.	Essential
Experience of supporting governance compliance within an academy trust.	Desirable



environment, including knowledge of the Academy Trust Handbook, governance reviews and website compliance guidelines.	
Experience of working with and/or recruiting volunteers.	Desirable
Experience of updating webpages.	Desirable
Experience of working with and suggesting appropriate improvements to templates and processes.	Essential
Highly organised and methodical with ability to manage own workload.	Essential
Used to planning and working to set deadlines.	Essential

