



INSPIRE

Connected Communities Trust



Harbour Learning Trust

Success and happiness for all

Job Description

Governance and Compliance Officer

Job Title	Governance and Compliance Officer
Responsible To	Governance Professional / Data Protection Officer
Hours	Full time (37 hours per week), term time only, plus additional hours for evening meetings and agreed flexibility for urgent statutory deadlines
Salary	Grade 4 SCP 9-12, £25,989 to £27,254 per annum FTE

About the Trusts

Harbour Learning Trust (HLT) and INSPIRE Connected Communities Trust (ICCT) are working in partnership to streamline governance arrangements across the two Trusts. ICCT is a specialist multi-academy trust which consists of 4 academies from Lincolnshire in the East and Midlands, alongside a children's home. All of our pupils and students have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion and equity are a driving force, within our trust, with our vision, for INSPIRE to be a learning community of excellence, including SEND. We want all our students to achieve their full potential whatever type of school they attend.

HLT are passionate about providing high quality education for all of our children. Passionate about building strong communities where our children can thrive. Passionate about our children growing up to be thoughtful, empathetic and kind adults, determined to leave our world a better place. To achieve this for all our children requires brilliant staff who are listened to and cared for. HLT is a great place to learn and develop, whether you are a child or a member of staff and we invest heavily in our staff, developing them professionally and ensuring they have a healthy work-life balance. We are hugely ambitious and our vision is to become the leading trust in the three Lincolnshire counties, known for its outstanding teaching and care, inclusive approach and looking for the joy in all that we do.

Job Purpose

To provide high-quality, independent professional clerking and governance support across the two Trusts, ensuring that Board, Committee, Local Governing and Local Advisory Committee meetings are properly planned, accurately minuted and compliant with statutory, regulatory and Trust requirements. The post holder will keep up to date with academy trust governance expectations, know where to find authoritative guidance, advise colleagues on appropriate agenda content and governance process, and support the Governance Professional / Data Protection Officer in maintaining a robust, transparent and audit-ready governance framework. The role will also support the Trust's data protection function, particularly the administration of Subject Access Requests, freedom of information, collation of information, audits, redaction processes and preparation of records for Data Protection Officer sign-off.

Key Responsibilities

Note: All references to 'the Trust' refer to both Harbour Learning Trust and Inspire CCT.

Professional Clerking and Meeting Management

- Act as designated Clerk to the Committees, Local Governing and Local Advisory Committees, and statutory panels and hearings. Attend meetings, including evening meetings, and produce professional, accurate and impartial minutes that clearly capture attendance, declarations, challenge, scrutiny, decisions, resolutions, actions, accountabilities and timescales.
- Work with the Governance Professional and Data Protection Officer, Chairs and relevant executive leads to prepare purposeful agendas that include the correct statutory, regulatory, assurance, policy, risk, finance, safeguarding and strategic business at the right point in the governance cycle.
- Maintain decision logs, action trackers and governance records to a high standard, ensuring actions are followed up and outstanding items are escalated appropriately.
- Provide procedural and regulatory advice to Chairs, governors, trustees and senior staff before, during and after meetings, including advice on quorum, conflicts of interest, delegations, reserved matters and decision routes.
- Ensure all meeting documentation is circulated, stored and retained in line with Trust policy, confidentiality requirements and legal obligations.

Governance Knowledge, Advice and Planning

- Maintain an up-to-date working knowledge of academy trust governance requirements, including the Academy Trust Handbook, the Trust's Articles of Association, Master and Supplemental Funding Agreements, Scheme of Delegation, DfE and ESFA guidance, Companies Act requirements and relevant sector updates.
- Know where to locate current governance guidance and use it to advise staff on what needs to be reported, approved, noted or escalated through the Trust's

governance structure.

- Support the Governance Professional and Data Protection Officer in maintaining the annual governance planner, policy review schedule, Scheme of Delegation alignment, committee terms of reference and statutory reporting calendar.
- Monitor governance updates and flag changes, risks or compliance gaps that may require agenda items, policy updates, trustee/governor briefings or changes to practice.

Governance Administration and Coordination

- Administer governance systems and platforms, including complaints, document management, portals, attendance records, declarations of interest, registers and website compliance.
- Ensure that trustee and member information published on the Get Information About Schools, Companies House, and the trust's own websites is accurate and up to date.
- Support onboarding, induction and compliance checks for new Trustees, Members, Governors and Local Advisory Committee members.
- Maintain training records and support governance development activity, including identifying where training or briefing updates may be required.
- Provide administrative support for governance recruitment, statutory panels, hearings and other formal governance processes.
- Ensure all governance documentation is accurate, current and audit-ready at all times.
- Ensure that trust-wide policies and other statutory information are in place and published on the website where necessary and subject to an appropriate board review process.
- Support the Governance Professional and Data Protection Officer in ensuring the executive policy owners and editors are held to account for good practice in policy drafting and administration.
- Provide administration support to the Governance Professional in all aspects of complaints, pupil exclusion panels and independent review panels.

Data Protection Support

- Support the Governance Professional and Data Protection Officer with the administration of Subject Access Requests and related data protection processes.
- Maintain SAR, FOI and data breach logs, deadlines, correspondence, evidence trails and case records, ensuring requests are acknowledged, tracked and progressed within statutory timescales.
- Coordinate information searches across the Trust, liaising with schools, central teams and senior leaders to collate relevant records securely.
- Prepare information for review, apply agreed redaction processes under DPO

guidance, and identify material requiring further advice, including third-party information, safeguarding records, legally privileged material or other potentially exempt information.

- Prepare draft disclosure bundles and supporting records for DPO sign-off, ensuring confidentiality, accuracy and clear audit trails.
- Support the maintenance of SAR templates, process notes, retention records and data protection documentation as required.

Compliance and Assurance Support

- Assist the Governance Professional and Data Protection Officer in delivering the Trust's governance compliance framework and assurance calendar.
- Support preparation for internal and external audits, including collation of evidence and documentation.
- Monitor and escalate any gaps in compliance, documentation or governance practice to the Governance Professional and Data Protection Officer.
- Support statutory and regulatory returns relating to governance, company administration and academy trust compliance.

General Responsibilities

- Maintain strict confidentiality in all matters relating to Trust governance, pupils, staff, personnel, data protection and commercially sensitive information, in accordance with UK GDPR and Trust policy.
- Contribute to the positive culture and ethos of the Trust, modelling professional values at all times.
- Participate in relevant CPD to maintain up-to-date knowledge of governance, clerking, academy trust compliance, data protection and redaction practice.
- Work flexibly to meet governance and statutory deadlines, including evening meetings and urgent SAR-related deadlines where agreed.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably directed.

Person Specification

QUALIFICATIONS	Essential	Desirable	How Assessed
NVQ Level 2 in Business Administration (or equivalent)	✓		Application
Recognised clerking qualification (e.g. NGA Clerking Development Programme or equivalent)		✓	Application
Degree or equivalent qualification in a relevant field		✓	Application
Additional qualification in governance, compliance or public administration		✓	Application
EXPERIENCE			
Proven experience clerking governing boards or committees, ideally within education or the public sector	✓		Application / Interview
Demonstrable experience of producing high-quality, accurate and impartial minutes in a formal meeting context, including decisions, challenge, actions and accountabilities	✓		Application / Interview / Task
Experience preparing agendas, maintaining governance planners, decision logs, action trackers and compliance documentation	✓		Application / Interview
Experience of working with senior leaders, trustees, governors, Chairs or committee members		✓	Application / Interview
Experience of governance systems, document management platforms and secure record keeping		✓	Application / Interview
Experience of handling confidential information and supporting audit, regulatory compliance or data protection processes		✓	Application / Interview
Experience of Subject Access Request administration, information collation or redaction processes		✓	Application / Interview

SKILLS & KNOWLEDGE			
Strong working understanding of governance, compliance and regulatory frameworks applicable to academy trusts	✓		Interview
Excellent written communication skills, with the ability to produce clear, concise, accurate and audit-ready minutes and correspondence	✓		Interview / Task
High level of organisation and the ability to manage multiple priorities and deadlines	✓		Interview / Reference
Meticulous attention to detail	✓		Application / Interview
Ability to provide procedural and regulatory advice to Chairs, governors, trustees and staff with confidence and sound judgement		✓	Interview
Strong IT skills including Microsoft Office, document management systems, governor portals, PDF handling and redaction tools	✓		Application / Interview
Understanding of the Academy Trust Handbook, Articles of Association, Scheme of Delegation, DfE/ESFA guidance, Companies Act requirements and how these inform agenda planning		✓	Interview
Ability to locate, interpret and apply current governance guidance, and to identify what should be reported, approved, noted or escalated through the correct governance route		✓	Interview / Task
Working knowledge of UK GDPR, confidentiality, Subject Access Request handling and redaction principles, with the judgement to escalate issues to the DPO		✓	Interview / Task
PERSONAL QUALITIES			
Highest standards of discretion, integrity and confidentiality	✓		Interview / References
Professional, calm and authoritative presence in formal meeting settings	✓		Interview / References

SKILLS & KNOWLEDGE			
Ability to work flexibly, including regular evening meetings	✓		Interview
Self-motivated and able to work independently with minimal supervision	✓		Interview / References
Commitment to equality, diversity and inclusion	✓		Interview
Commitment to the Trust's mission and the wellbeing of young people with SEND	✓		Interview

Safeguarding Statement

ICCT and HLT are committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. In line with Keeping Children Safe in Education (KCSIE), an online search will be conducted on all shortlisted applicants prior to interview.

Declaration

I confirm that I have read and understood this job description and agree to undertake the duties and responsibilities outlined above.

Employee Name		Job Title	
Employee Signature		Date	