



<b>Job title:</b>	Governance Officer
<b>Reports to:</b>	Head of Governance
<b>Hours:</b>	14.4 hours a week, 39 weeks per year (one day a week on site)
<b>Grade:</b>	BR8

### **Role Purpose:**

- To provide high-quality administrative, compliance and development support to the Trust's governance framework.
- Working closely with the Head of Governance to ensure Trustees and Local Governing Bodies (LGBs) operate effectively and are recruited, trained, inducted and supported to be compliant in line with statutory, regulatory and Trust requirements.
- The role also provides cover for the Head of Governance when required.
- To be a governance professional across the Trust

### **Key Responsibilities:**

#### **Governor and Trustee Training & Development**

- Coordinate and manage training for Trustees and Governors, including induction and mandatory training.
- Identify training needs and arrange bespoke training or source appropriate external courses.
- Manage and maintain National Governance Association (NGA) membership and related training opportunities.
- Promote relevant training opportunities.
- Monitor, record, and maintain accurate training records for all Trustees and Governors, ensuring compliance with Trust expectations.

#### **Recruitment, Induction and Retention at all layers of Governance**

- Maintain up-to-date records of Board and LGB membership and manage vacancies and elections.
- Coordinate the recruitment of Trustees, Governors and Members including advertising and liaison with recruitment partners.
- Meet with prospective governors to discuss roles, responsibilities, and suitability.
- Manage the onboarding processes, including DBS checks, system access and Trust email accounts.
- Ensure a consistent, timely induction process across the Trust.

### **Governance Support**

- Support the effective operation of LGBs, including guidance, communication and advice.
- Assist with annual LGB reviews, school visits and governance self-evaluation.
- To manage effective communication at all levels including between the LGB's and the Trust Board.
- Coordinate skills audits and monitor outcomes.
- Maintain and review the Scheme of Delegation and LGB Terms of Reference.
- Act as a point of contact for Clerks, Trustees, Governors, Trust Leaders and Headteachers seeking advice or support.
- Regularly audit Governor Hub (or equivalent governance platform) to ensure records, documents, and compliance information are accurate and up to date.
- Arrange and attend regular governance team meetings, preparing agendas, papers, and follow-up actions as required.
- Provide clerking support to the working parties of the Trust Board e.g. EDI and Sustainability committee.
- Provide ad hoc minute taking to support the Head of Governance and the clerking of LGBs as required.

### **Compliance**

- Monitor Single Central Records (SCRs) to ensure DBS compliance for Trustees, Members, and Governors.
- Ensure governance information on the Trust and School websites is accurate and up to date.
- Maintain registers of interests and advise on declarations of interest
- Support Trust-wide policy management, including review cycles and publication, in conjunction with the Head of Governance and Trust Business Manager.

### **General Duties**

- Maintain confidentiality and handle sensitive information in line with GDPR and Trust policies.
- Support continuous improvement of governance processes and systems across the Trust.
- Uphold the Trust's values, ethos, policies and Staff Code of Conduct.
- Adhere to all Trust policies, procedures and training including those pertaining to Safeguarding, Health & Safety, Cyber Security, Data Protection and EDI.
- Participate in performance management and mandatory training.
- Undertake other appropriate duties as directed.

*This role involves travel across Trust sites and occasional evening work.*

## **Person Specification**

### **Essential Skills and Experience**

- Experience in governance administration, education administration, or a similar compliance-focused role.
- Demonstrable understanding of governance in either the maintained or academy sector
- Minute taking experience.
- Strong organisational skills with the ability to manage competing priorities.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Confidence using digital systems including Microsoft 365 and governance platforms.
- Sound understanding of confidentiality, safeguarding, and compliance requirements.

### **Desirable Skills and Experience**

- Knowledge of school or academy trust governance structures.
- Experience working with governors, trustees, or board-level stakeholders.
- Familiarity with NGA resources, DBS processes, and SCR requirements.

Date: May 2026