

Governance and Compliance Professional

Job Description

Job Title:	Governance and Compliance Professional		
Salary:	GR4	Hours:	1FTE
Contract Type:	Term Time Only		
Reporting to:	COO		

Main Purpose:

The Governance and Compliance Professional will lead and strengthen governance and compliance across the Trust as part of the central team, under the direction of the Chief Operating Officer (COO). The role ensures robust frameworks that support effective decision-making and statutory accountability. Acting as a trusted advisor to the Trust Board, Local Governing Bodies, CEO, and central team, the postholder will oversee governance structures, maintain statutory records, and ensure compliance with legal and regulatory requirements. This includes managing policy lifecycles, safeguarding data protection, and coordinating responses to FOI/SAR and complaints, thereby promoting transparency, integrity, and excellence in governance throughout the Trust.

Duties and responsibilities

Delivery of the Trust Estate Strategy & Asset Management Plan

1	Maintain a formal record of names, addresses and category of board of trustees, members or governors and their term of office, ensuring that any change in membership is advised to the relevant authorities within the timescales required
2	Work with the Chair of Trustees and CEO to oversee recruitment, onboarding and induction of new governors and Trustees, ensuring that they have all relevant information and training
3	Liaise with the People Manager regarding vetting checks for trustees and governors
4	Assist with elections of parent and staff governors
5	Ensure a welcome pack is sent to newly appointed trustees and Governors
6	Support the development of and maintain up to date current terms of reference and membership of committee and working parties and nominated trustees, in line with the Scheme of Delegation
7	Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner
8	Maintain governor meeting attendance records and advise the board of trustees of non-attendance of governors
9	Ensure that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the MAT
10	Advise trustees, governors and staff on Declarations of Interest
11	Advise trustees and governors on training requirements and maintain training records

Advice and information

1	Maintain records of board of trustees' correspondence
2	Give advice and support to trustees taking on new roles such as chair or chair of a committee
3	Develop an annual meeting program for the board of trustees including all sub-committee meetings.

4	Maintain an annual Board and Governors planner, clearly noting all items which must be reviewed by the Boards and at which meeting
5	Prepare draft dates for the ensuing academic year by the end of March and circulate.
6	Own the Scheme of Delegation and be responsible for leading discussions on any necessary revision
4	Maintain the portals with all statutory records, minutes and Trust/LGB information
7	Confirm final meeting dates by the end of April, add to the portal and ensure that they are correctly assigned to each school's calendar
8	Ensure that Companies House, Getting Information about Schools (GIAS) and all DfE related portals are maintained and accurate
9	Have access to appropriate legal advice, support and guidance
10	Update the websites of each school's governance section to ensure accuracy and compliance
11	Build strong relationships with Committee Chairs including LGB Chairs to ensure they are supported, valued and aligned to the Trust Vision and Values.
12	Support production of the annual report and governance statement published with the trust's annual accounts
13	Support the commissioning of external reviews of governance and undertake skills audits when necessary.
Meetings	
1	Liaise with the Chairs and Lead staff for the Board of Trustees, and its committees as to set the agendas, following the annual plan at least 2 weeks in advance of the meeting date
2	Prepare the agenda and papers and make all available to the committee members at least 1 week in advance
3	Take minutes during the meetings and circulate the draft within 10 days of the meeting date, capturing challenge, ideas and actions
4	Record the attendance of trustees or governors at meetings and take appropriate action re absences
5	Advise the board of trustees on quorum, governance legislation and procedural matters where necessary before, during and after the meeting
6	Send drafts to the chair and CEO/head teacher for amendment/approval by the chair
7	Maintain an action log of actions from all meetings and liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Board of Trustees / Local Governing Bodies
8	Ensure that all decisions taken at Board and committee meetings are communicated to relevant parties
9	Support the board to undertake self-evaluation of its effectiveness and identify opportunities for improvement
10	Coordinate and take minutes at formal employee hearings or parental complaints where trustees and or governors are members of the panel
Compliance	
1	Maintain an accurate record of all trust/school policies and ensure that they are reviewed/updated/approved accordingly
2	Continually develop trust and school policy ensuring that effective policies are in place and published where appropriate
3	Ensure compliance with statutory policies and other key documents including the Academies Handbook and the DfE Governance Handbook and present key updates of changes.

4	Ensure that the correct policies are available on each school's and the CAT website
5	Facilitate and record centrally governor training, visits and induction
6	Ensure that governance-specific risks are included in the trust's risk register
7	Lead on Trust wide Freedom of Information Requests and Subject Access Requests, liaising with the DPO, COO and Lawyers where appropriate.
8	Maintain the Data Protection Log
9	Oversee Complaints procedures at Trust and School Level
10	Maintain archive records
11	Ensure all Trust and School websites are compliant and contain statutory information, policies and documents
12	Maintain Members and Trustees Register ensure safekeeping of formal documents including Academy Orders, Schemes of Delegation, Funding Agreements and Terms of Reference
13	Commission compliance audits when required by the CEO or trustees

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the Fioretti Way:
 - Promote the agreed vision and aims of Fioretti Trust
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received

Supervising officer's job title:	
Level of Supervision:	1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given

Post title:	
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Grade:		No of posts:	
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Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed:

Name:

Date:



Person Specification

Criteria	Qualities	Method of assessment
Qualifications	Level 3 certificate in clerking of schools and academy governing boards or a willingness to complete a qualification.	AF / C
	GCSE English and Math's (grades A*-C) or equivalent	AF / C
Experience	Experience in a school or educational setting	AF / I
	Experience of clerking committees, including preparation of agendas, taking minutes and advising members.	
	Experience of internet use and e-mailing	AF / I
	Experience of identifying problems and bring positive solutions	
	Experience of development and implementation of policies	
Skills and knowledge	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	A good standard of education particularly in English and Mathematics	AF / I
	Knowledge of the legal and regulatory framework for multi academy Trusts, Company Law and Charity Law (or willingness to acquire this knowledge).	I
	Excellent communication skills, both written and oral	I
	Experience in an educational or public sector setting	I
	High levels of accuracy and attention to detail	I
	Data protection and compliance in relation to record keeping, information retrieval and dissemination	I
	Awareness of data protection / freedom of information requirements	
	Ability to keep to deadlines	I
	Ability to manage own time efficiently and prioritise workloads	I
	Ability to work effectively and supportively as a member of the school team	I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	I
	Word processing skills	I
Personal qualities	Commitment to promoting the ethos and values of the Trust	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and welfare of pupils and equality	I
	Ability to work flexibly and travel across the Trust sites	I
	Deals with difficult situations effectively	I
	Embraces change well	I
	DBS Clearance	

AF – Application form
C – Certificate
I – Interview
T – Test or exercise
P - Presentation

