

JOB DESCRIPTION

Job title: Governance Officer

Team: Central Team

Reporting to: Chief Operations and Finance Officer (COFO)

Contract: 52 weeks per annum

Grade: 8

Hours/week: 37

Location: Based at one of the schools in the Trust, with occasional travel to other school sites (hybrid working option available)

Main purpose of the role

Working closely with the COFO and the Trust's Governance Advisor provide high quality operational delivery of governance, compliance and administrative processes across the Trust, ensuring consistency, efficiency and statutory compliance.

SPECIFIC RESPONSIBILITIES:

- Act as Company Secretary, ensuring the Trust meets all statutory obligations as a charitable company and compliance requirements, including:
 - Statutory returns and regulatory submissions (e.g. DfE, Companies House)
 - Maintenance of governance registers (interests, attendance, training, membership, gifts and hospitality)
 - Statutory publications and website governance compliance
- Oversee and coordinate governance processes and systems, including:
 - Policy management cycle (review, approval, publication and communication)
 - Governance documentation, reporting and record keeping
 - Governance calendars, agendas and action tracking
 - Skills audits and effectiveness reviews
 - Tracking of key data points as required
- Provide administrative coordination of governance and executive leadership meetings, including:
 - Agenda preparation and circulation of papers
 - Oversight of AI-supported minute-taking processes
 - Action tracking and follow-up
 - Communication and coordination with other governance professionals within the Trust
- Coordinate complaints and exclusions processes in line with the Trust's policies, including:
 - Administration and coordination of complaints
 - Clerking support for pupil exclusion processes and panels

- Ensuring procedural compliance and consistency
 - Managing data capture and reporting to inform improvement
- Coordinate governor and trustee lifecycle processes, including:
 - Recruitment processes and pre-appointment checks
 - Induction, onboarding and training records
 - Maintenance of governance structures and membership data
- Support audit and assurance processes, including:
 - Coordination of internal and external audit requirements
 - Preparation of governance-related documentation for audit
 - Supporting governance elements of the Annual Report and Financial Statements
- Maintain the key communication and publication channels, including:
 - GovernorHub
 - Trust intranet
 - Governance aspects of websites, including policies
- Act as the primary operational point of contact for governance queries, providing procedural advice and guidance to schools
- Support the continuous improvement of governance processes to ensure efficient and effective support for all aspects of governance
- Provide administrative support to the COFO and CEO as necessary
- Coordinate the governance aspects of Trust growth and school onboarding, under the guidance of the Governance Advisor

General Duties

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General responsibilities

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the Trust;
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust;

- Lead, attend and participate in regular meetings as required;
- Participate in training and other learning activities and performance development as required;
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Person Specification

Governance Officer

Qualifications, Knowledge and Experience

- Experience of accurate minute-taking (essential)
- Knowledge of the principles of good governance (essential)
- Experience of governance in an education, corporate or not for profit environment (desirable)
- Relevant qualification, such as CGI Certificate in Clerking of School and Governing Boards (desirable)
- Knowledge of academy specific governance requirements (desirable)

Personal Characteristics (essential)

- Committed to the Trust's vision and values
- Professional, diplomatic, efficient and reliable
- Resilient, proactive, collaborative and empathetic
- Committed to own learning and professional development
- Committed to excellence and able to remain calm under pressure
- Flexible and adaptable

Specific skills

- Ability to build effective relationships with internal and external stakeholders (essential)
- Exceptional organisational skills and a systematic approach to work (essential)
- Excellent interpersonal skills (essential)
- Strong written and verbal communication skills (essential)
- Strong attention to detail (essential)
- Ability to take accurate, high quality meeting minutes (essential)
- Ability to clearly and tactfully deliver advice and guidance (essential)
- Good IT skills, including MS Office (essential), bespoke software and web administration (desirable)

Other

- Commitment to the safeguarding and welfare of all pupils (This post is subject to an enhanced Disclosure and Barring Service check)
- Possess a full driving licence and use of a vehicle with appropriate insurance for business purposes