

# Job Description

## Governance Professional

|                       |  |
|-----------------------|--|
| <b>Job Title</b>      | Governance Professional  |
| <b>Responsible To</b> | Governance and Compliance Specialist   |
| <b>Hours</b>          | Term time only, plus additional hours for evening meetings (flexibility is required) |

### About Chiltern Way Academy Trust

Chiltern Way Academy Trust is a specialist multi-academy trust providing high-quality education for young people with Autism Spectrum Condition (ASC), Social, Emotional and Mental Health (SEMH) and Emotionally Based School Avoidance (EBSA) needs. Our schools are based across Buckinghamshire, Hampshire and Wokingham, united by a shared commitment to transforming the lives of the young people we serve.

We are proud to offer a supportive, inclusive and ambitious working environment where every member of our team plays a vital role in achieving outstanding outcomes for our young people. Effective governance is central to the Trust's commitment to accountability, transparency and continuous improvement.

### Job Purpose

To provide high-quality, independent clerking and governance administration across the Trust, ensuring that all Board and Committee meetings are professionally managed, accurately recorded, and compliant with statutory and regulatory requirements. The post holder will play a critical role in maintaining robust governance processes, supporting the Governance and Compliance Specialist, and ensuring the Trust's governance framework operates effectively and transparently.

### Key Responsibilities

#### Clerking and Meeting Management

- Act as the designated Clerk to the Trust Board, Committees, Local Governing and Local Advisory Committees, and statutory panels and hearings
- Prepare and distribute agendas in collaboration with the Governance and Compliance Specialist and Chairs, ensuring alignment with the annual governance cycle and statutory requirements
- Attend meetings, including evening meetings, and provide professional, accurate and impartial minute-taking, clearly capturing key discussions, decisions and resolutions, and actions and accountabilities
- Maintain decision logs, action trackers and governance records to a high standard
- Provide procedural and regulatory advice to Chairs and members during meetings where appropriate
- Ensure all meeting documentation is circulated and stored in line with Trust policy and legal requirements

#### Governance Administration and Coordination

- Support the Governance and Compliance Specialist in maintaining the annual governance planner, policy review schedule, Scheme of Delegation alignment and Committee terms of reference tracking
- Administer governance systems and platforms including document management, governor portals and website compliance
- Coordinate meeting logistics, attendance records, declarations of interest and governance registers
- Ensure all governance documentation is accurate, up to date and audit-ready at all times

**Compliance and Assurance Support**

- Assist the Governance and Compliance Specialist 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 and Compliance Specialist
- Support statutory and regulatory returns relating to governance

**Governor Support and Development**

- Support the onboarding and induction of new Trustees and Governors, including documentation and compliance checks
- Assist with maintaining training records and supporting governance development activity
- Provide administrative support for governance recruitment processes

**General Responsibilities**

- Maintain confidentiality in all matters relating to Trust governance, personnel and commercially sensitive information in accordance with 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 legislation, regulatory requirements and best practice
- Undertake any other duties commensurate with the grade and nature of the post as reasonably directed
- And any other reasonable duties as requested by management

**Person Specification**

|  | Essential | Desirable | How Assessed                   |
|--|-----------|-----------|--------------------------------|
| <b>QUALIFICATIONS</b>  |           |           |                                |
| 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                    |
| <b>EXPERIENCE</b>  |           |           |                                |
| Proven experience clerking governing boards or committees, ideally within education or the public sector | ✓         |           | Application / Interview        |
| Experience of producing high-quality, accurate and impartial minutes in a formal meeting context         | ✓         |           | Application / Interview / Task |
| Experience of maintaining governance registers, action logs and compliance documentation                 | ✓         |           | Application / Interview        |
| Experience of working with senior leaders, trustees or committee members                                 |           | ✓         | Application / Interview        |
| Experience of governance systems and document management platforms                                       |           | ✓         | Application / Interview        |
| Experience of supporting audit preparation or regulatory compliance activity                             |           | ✓         | Application / Interview        |

| SKILLS & KNOWLEDGE  |   |   |                         |
|---|---|---|-------------------------|
| Strong understanding of governance, compliance and regulatory frameworks applicable to academy trusts           | ✓ |   | Interview               |
| Excellent written communication skills — able to produce clear, concise and accurate 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 and committee members with confidence             | ✓ |   | Interview               |
| Strong IT skills including document management systems, governor portals and Microsoft Office                   | ✓ |   | Application / Interview |
| Understanding of the Academy Trust Handbook, Companies Act requirements and DfE governance guidance             |   | ✓ | Interview               |
| PERSONAL QUALITIES  |   |   |                         |
| Highest standards of discretion, integrity and confidentiality  | ✓ |   | Interview / References  |
| Professional, calm and authoritative presence in formal meeting settings  | ✓ |   | Interview / References  |
| 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

Chiltern Way Academy Trust is 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.

|                           |  |                  |  |
|---------------------------|--|------------------|--|
| <b>Employee Name</b>      |  | <b>Job Title</b> |  |
| <b>Employee Signature</b> |  | <b>Date</b>      |  |