

Job Title:	Governance Manager
Grade:	10-11
Responsible To:	Chief Finance & Operations Officer
Job Purpose:	To manage and develop the Trust's governance function, ensuring effective governance support, high standards of compliance, efficient governance processes and strong administrative arrangements across the Trust.

The postholder will work closely with the CFOO, Trustees, Chairs, Headteachers and Local Governing Bodies to ensure governance arrangements are effective, compliant, professionally administered and aligned to the Trust's strategic objectives.

The role will provide leadership of governance operations whilst supporting the CFOO in maintaining effective governance arrangements across Learn Academies Trust. This includes board and committee administration, governance compliance, governor recruitment and development, policy governance and governance assurance activities.

Main Duties and Responsibilities:

Governance Operations

- Lead the day-to-day governance function across the Trust.
- Manage the annual cycle of governance activities and meetings.
- Ensure effective administration of the Trust Board, Committees and Local Governing Bodies.
- Develop and maintain governance systems, templates and procedures.
- Ensure governance records are accurate, secure and up to date.

Trust Board and Committee Administration

- Coordinate annual meeting schedules.
- Prepare agendas in collaboration with Chairs and senior leaders.
- Quality assure governance papers.
- Attend meetings where required.
- Produce accurate and timely minutes and action records.
- Monitor completion of governance actions and decisions.
- Maintain governance calendars and forward planners.

Governance Compliance

- Ensure governance arrangements comply with:
 - Academies Trust Handbook
 - Articles of Association
 - Funding Agreements
 - Governance Handbook
 - Scheme of Delegation
 - Trust policies
- Maintain governance records including:
 - declarations of interest

- attendance records
 - governor and trustee records
 - training records
 - governance publications
- Ensure governance information published on websites remains current and compliant.

Local Governance Support

- Act as the principal governance contact for Local Governing Bodies.
- Support Chairs and Headteachers in maintaining effective governance arrangements.
- Provide procedural governance advice.
- Promote consistency of governance practice across all schools.
- Support governance reviews and effectiveness evaluations.

Trustee and Governor Recruitment

- Coordinate recruitment, appointment and induction processes.
- Maintain governor and trustee databases.
- Support succession planning.
- Coordinate skills audits and governance development activities.
- Maintain induction and training programmes.

Policy Governance

- Maintain the Trust policy framework.
- Coordinate policy review schedules.
- Monitor approval and review deadlines.
- Ensure policies are appropriately approved, recorded and published.
- Maintain version control arrangements.

Complaints and Governance Panels

- Provide procedural advice regarding complaints processes.
- Coordinate complaint and appeal panels.
- Ensure governance panels are appropriately constituted.
- Maintain records relating to governance hearings and complaints.

Governance Development and Assurance

- Support governance self-evaluation activities.
- Assist with governance audits and reviews.
- Prepare governance reports and compliance updates.
- Monitor implementation of governance improvement actions.
- Support governance arrangements associated with Trust growth and organisational change.

Leadership

- Develop governance systems and procedures.
- Provide advice, guidance and coaching to governance colleagues.
- Contribute to continuous improvement across the governance function.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.
- d) This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service (DBS) regarding any previous criminal record.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

	Essential	Desirable	How assessed
Qualifications - GCSE English and Mathematics (Grade 4/C or above). - Relevant governance, administration, legal, business or management qualification or equivalent experience. - Governance Professional or NGA qualification.	✓ ✓	✓	App/Doc App/Doc App/Doc
Experience - Significant experience supporting governance, boards or committees. - Experience working with senior stakeholders. - Experience coordinating complex meeting schedules and governance cycles. - Experience of policy administration and compliance monitoring. - Experience preparing agendas, reports and minutes. - Experience handling confidential information. - Experience within a Multi Academy Trust. - Experience of governor recruitment and development. - Experience of governance reviews or governance assurance. - Line management experience. - Experience supporting organisational growth or trust mergers.	✓ ✓ ✓ ✓ ✓ ✓ 	 ✓ ✓ ✓ ✓	App/Ref App/Ref App/Ref App/Ref App/Ref App/Ref App/Ref App/Ref App/Ref App/Ref
Knowledge - Understanding of governance structures and accountability. - Understanding of academy trust governance or comparable governance environments. - Knowledge of governance compliance requirements. - Understanding of GDPR and record management. - Understanding of safeguarding responsibilities.	✓ ✓ ✓ ✓ ✓ ✓	 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Skills/Attributes - Excellent written communication skills. - Strong organisational and planning skills. - Excellent attention to detail. - Ability to manage multiple deadlines. - Ability to interpret procedural guidance. - Strong relationship-building skills. - Strong Microsoft 365 skills. - Ability to work independently and use initiative.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 	App App/Int App/Int App/Int/ref App App/ref App/doc App/Ref
General Circumstances			

- Attendance - evidence of regular attendance at work - An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Ref/Med
	✓		App/Int
Factors not already covered Must be able to carry out the duties of the post with reasonable adjustments where required.	✓		Med

Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)