

JOB DESCRIPTION

Job title: Trust Governance Support Manager

Team: Central Leadership Team

Reporting to: Chief Operations and Finance Officer

Contract: 39 weeks per annum / 52 weeks

Grade: 10-11

Hours/week: 30 / 25

Location: Based at one of the schools in the Trust, with occasional travel to other school sites

Main purpose of the role

Working closely with the Trust Board and Governance Team, ensure the provision of high quality support for governance and compliance across the Acer Trust, so that all schools in the Trust benefit from robust governance.

SPECIFIC RESPONSIBILITIES:

Governance

- Act as Clerk to the Trust Board and its Committees, ensure the Board has the administrative support and expert advice and guidance to operate effectively and discharge its statutory functions;
- Manage the Trust's Governance Team, including recruitment, induction, appraisal/performance management, training, support, guidance, scheduling and quality assurance to ensure that the Trust's School Governing Bodies receive consistent, high quality clerking support;
- Work with the Trust's Governance Team to ensure that all relevant meetings of the School Governing Bodies have appropriate clerking cover, including providing cover and managing the recharging of costs where necessary;
- Act as a trusted advisor to the Trust's governance personnel, providing advice and guidance on all aspects of governance, seeking external advice as appropriate, including:
 - Functions, accountabilities and responsibilities, and any changes to these;
 - Wider Trust and sector governance updates, frameworks and requirements;
 - Legislative, regulatory and procedural matters;
 - Governance best practice, board dynamics and culture.
- Support the Trust Executive Group, ensuring that agendas and papers are circulated in a prompt manner, taking accurate minutes and tracking actions and approvals;
- Act as Company Secretary to the Trust, ensuring that the Trust meets its statutory responsibilities as a charitable company, by providing advice, guidance and administrative support as necessary;
- Support the development and continuous improvement of governance across the Trust, by facilitating process alignment, communication, efficiency, effectiveness reviews and training;
- Establish and implement robust Governance processes, procedures and policies, including trustee and governor recruitment, induction and development;

- Through the embedding of consistent self-evaluation processes and liaison with key stakeholders, identify areas for improvement and implement solutions;
- Ensure that all governance activity within the Trust is supported by high quality reporting, policies and documentation, in line with best practice recommendations;
- Draft and present reports for the Trust Board and/or TEG on matters relating to governance and governance improvement, making clear recommendations for action;
- Ensure that the governance section of the Trust's website is kept up to date;
- Provide support for future growth, including providing administrative and governance support for conversion / merger processes and onboarding new Trustees and School Governing Bodies;
- Maintain an up to date working knowledge of academy, charity and corporate governance.

Compliance

- Work with the COFO, Central Leadership Team and TEG to ensure that the Trust's policy framework is up to date and fit for purpose, meeting the Trust's statutory requirements and supporting the Trust's culture, values and ethos;
- Provide administrative and coordination support for the Trust's internal and external audit activities, including the preparations of the Trust's Annual Report and Financial Statements;
- Support the maintenance and management of the Trust's Risk Register;
- Support and coordinate statutory publications, returns to regulatory bodies such as the ESFA and DfE, and registers such as pecuniary interests, gifts and hospitality, membership, attendance and training;
- Undertake internal audits of school compliance, such as websites, governance and Designated Safeguarding Leads.

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

Trust Governance Support Manager

Qualifications, Knowledge and Experience

- 5 or more GCSEs, including minimum Level 3 in maths and English (essential)
- Governance qualification and/or working knowledge of corporate, charity and education governance (essential)
- Experience of successfully managing a team, ideally including part time, remote workers with high turnover (essential)
- Educated to Degree Level (desirable)
- Knowledge of the education / academies sector (desirable)
- Experience of:
 - Working in a fast-paced administrative role (essential)
 - Fulfilling a governance, clerking or company secretary role (essential)
 - Providing PA / administrative support to senior executives (desirable)
 - Working in the education sector (desirable)
 - Coordinating communications with internal and external stakeholders (desirable)
 - Working in a multi-site environment (desirable)

Personal Characteristics (essential)

- Committed to the Trust's vision and values
- Professional, discreet, efficient and reliable
- Resilient, positive, enthusiastic and proactive
- Flexible and open to learning
- Committed to excellence and able to remain calm under pressure

Specific skills

- Excellent administrative and organisational skills (essential)
- Strong written and verbal communication skills (essential)
- Ability to work collaboratively as part of a team and to build effective working relationships (essential)
- Effective time management (essential)
- Attention to detail (essential)
- Accurate and concise minute-taking (essential)
- Ability to provide clear and comprehensive advice (essential)
- Good IT skills, including MS Office / Google (essential), bespoke software and web administration (desirable)
- Ability to manage a Team (essential)

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