

JOB DESCRIPTION: Governance Professional

Job title:	Governance Professional
Working pattern	30hrs per week, term time + 2 weeks
Responsible to:	Chair of Trust Board co-line managed with CEO
Salary (FTE)	£32,790 - £42,500 per annum (FTE)
Salary (Actual)	£23,557 - £30,533 per annum
Core purpose of the role:	To lead and manage governance services across the Multi-Academy Trust (MAT), ensuring compliance, effectiveness, and continuous improvement. The role encompasses strategic leadership of governance frameworks, advisory support to the Board, Executive Team and Local Advisory Bodies of each academy, and oversight of statutory compliance. Clerking duties will remain a key part of the role, with the aid of technology.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular (but not limited) to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- **Strategic Leadership of Governance:** Develop and implement the MAT's governance strategy aligned with the Trusts strategic objectives. Monitor the effectiveness of governance structures and recommend improvements to support high standards of governance across Aspire Lead governance self-evaluation processes and support regular board effectiveness reviews to drive continuous improvement and compliance with best practice guidance, including the Academy Trust Handbook and Governance Handbook.
- **Governance Frameworks:** Support design, maintain and review governance documentation and structure to include schemes of delegation, committee structures, governance processes and policies.
- **Risk and Assurance Support:** Support the Board and its committees in maintaining effective oversight of risk management and assurance frameworks. Assist with governance of internal scrutiny, audit recommendations, compliance monitoring and assurance reporting.

- **Policy control:** Co-ordinate annual policy review cycle and ensure statutory documents are reviewed, approved and published.
- **Governance Compliance Monitoring and Website Compliance:** Monitor governance compliance across Aspire, including statutory and regulatory requirements, governance reporting, website governance compliance, publication requirements and adherence to internal governance procedures. Ensure timely completion of governance related statutory returns and disclosures.
- **Advisory Role:** Act as an independent and professional adviser to the Board, it's committees, Local Advisory Bodies and executive leaders on governance law, policy, constitutional matters, procedural compliance, and regulatory requirements. Provide authorative guidance to ensure governance practice aligns to the Academy Trust Handbook, Governance Handbook, charity law and relevant DFE guidance.
- **Company Secretary Duties:** Oversee Companies House filings, maintain statutory registers, register of interests, governance records, and ensure compliance with charity and company law. Maintain accurate records related to Trustees, Members and Local Advisory Body members, including terms of office, attendance, declarations, and governance training records.
- **Recruitment and Succession Planning of governance roles:** Develop and implement succession plans for trustees, governors, and members to ensure continuity, diversity, and the right skill mix. Lead recruitment, onboarding and induction processes for new governors and Trustees
- **Development & Training:** Design and encourage CPD programmes for trustees and governors; support external governance reviews and ensure everybody within the governance community understands the importance of their role.
- **Clerking responsibilities:** Act as Clerk for the Trust Board, its committees, and Local Advisory Bodies, ensuring accurate agendas, minutes, and follow-up actions, supported by software. Develop the annual governance calendar and provide guidance on meeting conduct.
- **Additional Clerking and Panel Coordination:** Act as the point of contact for processes relating to exclusions, complaints, and HR panels across the MAT. Provide procedural advice and ensure panels are properly constituted, compliant with statutory requirements, and supported effectively.
- **Personal CPD:** Maintain up-to-date knowledge of the education sector and legislation impacting MAT governance frameworks and processes.
- **Coordinating communication:** Facilitate effective communication across the governance community, including Chairs' Forums, Governance Socials, and the Annual General Meeting
- **Additional duties:** Other duties the Chair of Trustees on behalf of the Trust Board or CEO may from time to time reasonably require.

Attendance at all governance meetings is essential, including a mix of on-site and remote meetings across Aspire sites. Meetings are typically scheduled during early mornings, late afternoon or evenings. The post holder will be expected to work flexibly to support meetings, urgent

governance matters, exclusion panels, complaint panels and key governance events throughout the academic year.

This role is pivotal in ensuring the MAT operates with the highest standards of governance, supporting strategic decision-making and compliance. The successful candidate will champion governance excellence and innovation across all six schools.

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- The post holder may be required to work with a number of pupils with SEN to minimise the reliance on a particular adult
- The pupil/s may not be able to be in a classroom setting for parts of the day, so the post holder may need to work in isolation with the pupil/s

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Proven experience in governance leadership within education or similar regulated sector.	Desirable
Strong understanding of company and charity law, and regulatory frameworks for academies.	Desirable
Ability to design and implement governance strategies and frameworks.	Essential
Excellent communication, influencing, and stakeholder engagement skills.	Essential
Commitment to professional development and continuous improvement.	Essential
Ability to independently travel to all sites across Hemel Hempstead and Watford	Essential
Professional governance qualification (e.g., NGA Level 4, CGI accreditation).	Desirable
Experience of supporting governance compliance within an academy trust environment, including knowledge of the Academy Trust Handbook, governance reviews, website compliance requirements and Board effectiveness processes	Desirable