

JOB DESCRIPTION

Job Title: Governance Lead & PA to CEO

Grade: L7, point 21 to 27

Reports to: Chief Executive Officer

Location: Portico House

Contract: Permanent, Part-time, Monday to Friday, 5 hours per day (9:15 to 2:45, with 30 mins unpaid lunch), totalling 25 hours per week, term time only.

Job Summary

To provide high-level governance, compliance, and operational leadership across the Trust, ensuring robust, efficient and legally compliant governance systems and central processes.

The postholder will lead the coordination of governance structures and statutory compliance frameworks across the organisation, ensuring the Board of Trustees, Members and committees are supported to operate effectively.

The role also provides executive-level Personal Assistant support to the CEO and contributes to the coordination and continuous improvement of Trust-wide operational systems and central services.

Key Responsibilities

1. Governance Leadership & Coordination

- Lead the coordination of the Trust governance cycle, including annual scheduling of Board, committee and Members' meetings
- Provide professional clerking services to governance meetings, including agenda preparation, paper collation, attendance, and accurate minute-taking
- Ensure timely distribution and filing of governance documentation in line with agreed deadlines
- Maintain oversight of governance actions, decisions, and escalation tracking
- Maintain governance records including attendance, training, declarations of interest, and statutory registers
- Support the development and maintenance of governance frameworks including Scheme of Delegation, Terms of Reference, Codes of Conduct and Standing Orders
- Support induction and onboarding of Trustees, Members and Local Advisory Board members
- Ensure governance arrangements comply with statutory, regulatory and Trust requirements
- Ensure Trust is prepared and ready for external MAT inspections, e.g., from OFSTED
- Engage with local clerking groups and undertake relevant clerking training to provide advice where appropriate

2. Compliance, Assurance & Risk

- Act as Trust-wide lead for non-financial compliance monitoring and coordination
- Maintain and develop a Trust-wide compliance tracking framework covering key statutory areas

- Coordinate assurance reporting across safeguarding, health & safety, data protection, policy compliance and digital compliance.
- Maintain oversight of Trust policy schedules, ensuring timely review and approval cycles
- Support maintenance of the Trust risk register in collaboration with senior leaders
- Identify compliance gaps, escalate risks appropriately, and support mitigation actions
- Support internal and external audits, reviews and governance assurance activity
- Maintain statutory records for the Trust and schools, such as Get Information About Schools (GIAS)
- Co-ordinate appropriate compliance training across the Trust, e.g. DPA, H&S, etc.

3. Data Protection & Information Governance

- Support the Data Protection Officer in delivering GDPR compliance across the Trust
- Coordinate responses to Subject Access Requests (SARs) and Freedom of Information (FOI) requests
- Maintain data breach logs and support risk assessment and reporting processes
- Maintain GDPR documentation, KPIs and compliance records
- Support development and review of data protection, privacy and FOI policies
- Ensure secure handling of sensitive and personal data in line with legislation and Trust policy

4. Central Services & Operational Support

- Provide high-level administrative and operational support to central Trust services and executive leadership
- Support consistency and improvement of Trust-wide operational processes, templates and systems
- Identify inefficiencies and duplication in central processes and support continuous improvement initiatives
- Manage central administrative functions including meeting room bookings, stationery ordering and ID production
- Maintain central documentation systems, shared drives and governance platforms
- Support Trust-wide administrative processes including statutory returns, consultations and information requests

5. Governance Systems & Records Management

- Maintain governance platforms, systems and document control processes
- Ensure version control and accuracy of governance documentation and Trust policies
- Maintain up-to-date governance records for Trustees and Members
- Support Trustee and Members recruitment and onboarding processes
- Maintain and distribute governance meeting schedules and annual calendars

6. PA to CEO

- Provide high-level Personal Assistant support to the CEO
- Manage diary coordination, meeting scheduling and executive administration
- Prepare agendas, briefing packs and documentation for CEO, Trustee or Committee meetings
- Support correspondence, communication and follow-up actions on behalf of the CEO
- Coordinate executive meetings and cross-Trust leadership activity
- Support preparation of reports, presentations, letters and governance papers as required

7. Reporting & Insight

- Coordinate governance and operational reporting for the Executive Leadership Team and Board
- Produce and maintain non-financial performance, compliance and risk reporting
- Maintain dashboards and tracking tools to support oversight and decision-making
- Provide insight into governance effectiveness, compliance trends and operational risks

General Responsibilities

- Work in accordance with Trust values, policies and procedures at all times
- Promote and safeguard the welfare of children and young people
- Maintain strict confidentiality and professional integrity
- Participate in performance management and professional development
- Comply with health and safety responsibilities
- Undertake additional duties appropriate to the grade as reasonably required by the CEO

Post holder will be based at Portico House; however, they will need to travel by car to all schools within the Trust from time to time for meetings. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the role's remuneration.