

## JOB DESCRIPTION

*The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.*

<b>Job Title:</b>	Governance Administrator
<b>Salary/Range:</b>	£31,782 FTE (actual salary £16,846)
<b>Hours:</b>	22.5 hours per week – term time only (39 Weeks). Some meetings are held in the evening – approximately 5 per term.
<b>Base:</b>	Trust Office: Pencalenick School/Hybrid working
<b>Responsible to:</b>	Trust Governance Manager
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships: Internal/External</b>	Headteachers, Governors, School staff, Trust staff

### Main Purpose of Job:

#### Summary:

The Governance Administrator is a crucial position responsible for ensuring that administrative systems and processes across the Trust are efficient and effective in terms of governance. The post holder will promote a culture of strong governance within a growing Trust across Cornwall, Devon and Torbay.

### Main Duties and Responsibilities:

#### Governance

Working with the Trust Governance Manager to provide effective administrative support to governance across the Trust and support to the local governing bodies (LGB):

#### Governance Support

- Meeting Management: Organise, attend, and minute meetings of local governing bodies, ensuring that agendas are well-structured and actions are clearly documented. Minute Governor Panel meetings, including Grievance, Disciplinary and Exclusion Panels.
- Policy Development: Maintain an overview of the statutory school-level policies and trust-level policies ensuring they are in place and revised when required to ensure they are approved in a timely manner.
- Training and Development: Coordinate training sessions and development opportunities for governors, fostering a culture of continuous improvement. Maintain a training log, ensuring that statutory training is compliant.
- Compliance Monitoring: Ensure that all governing bodies adhere to statutory requirements, trust policies, and best practice guidelines and follow the SPT Scheme of Delegation, Terms of Reference and Code of Conduct. Follow the SPT annual calendar of meetings and tasks for the LGB and in consultation with the relevant Chair(s)/Headteacher/Governance Manager update the forward planning schedule.
- Communication and Liaison: Serve as the key point of contact between the local governing body and the Trust Governance Manager, facilitating effective communication and collaboration. Establish and maintain open communication channels with stakeholders, fostering a sense of transparency and trust in the governance process.

- Documentation: Maintain and update governor records, including personal information, attendance records, pecuniary interests, skills audits, recording and maintaining a schedule of school monitoring visits. To be responsible for ensuring the governance information on the Trust and School websites and Get Information about Schools (GIAS) remains up to date and liaise with relevant staff for any changes required.
- Governor recruitment: Continually review governor terms in office; advertise governor vacancies and onboard new governors, ensuring all new governors receive appropriate letters of appointment and access to training, relevant policies and access to relevant systems
- Build knowledge: Conduct research and stay updated on relevant laws, regulation and industry best practices related to governance and compliance.
- Complaints support: Coordinating and managing the administrative process of Trust-wide complaints in a professional and values-based manner.

#### **General**

- To provide administrative support for Member and Trustee meetings.
- Book meeting rooms and organise refreshments for meetings.
- To adhere to Trust values and behaviours.
- To be professional and discreet in handling sensitive and confidential information.
- To be aware and adhere to all Trust policies and procedures.
- To be responsible for own continuing self-development.
- To undertake other duties appropriate to the post as required.

Staff should recognise that as the Trust grows and moves forward, job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development which supports this.

Some of the LGB meetings are held in the evening so a flexible approach to working hours is needed. All meetings are set in the summer term so dates for the academic year will be known in advance. Travel may be required to schools within Cornwall, Devon and Torbay.

#### **Company Description/Overview:**

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West.

The Trust was founded in 2016 and now comprises ten specialist schools and operates four Area Resource Bases (ARBs). Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

**We are...**

**Ambitious.** We believe in setting new standards and consistently raising them through the quality of our work and approach.

**Aspirational.** We dream big and are brave enough to act on our aspirations.

**Invested.** We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

**Purposeful.** We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

**Genuine.** Honesty, transparency, and authenticity are what all our work is built on.

**Inclusive.** Every single voice matters. Everyone can have ideas, express views, and be heard.

**Energetic.** We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

**Specialist.** We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

**Person Specification – Governance Administrator**

<b>Education and Professional Qualifications</b>	<b>Essential/ Desirable</b>	<b>Assessm ent</b>
Attainment of 5 GCSE's A – C (or equivalent) including English and Maths	<b>E</b>	Application
Attainment of A levels or equivalent qualifications	<b>E</b>	Application
Evidence of continuous professional development	<b>D</b>	Application/Inte rview
<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Assessm ent</b>
Have the experience and personality to be trusted professional colleague within the Trust central team	<b>E</b>	Application/Inte rview
Experience of working in an administrative role	<b>E</b>	Application/Inte rview
Experience of minuting meetings to a high level	<b>E</b>	Application/Inte

		Interview
Ability to manage tasks and meet deadlines	<b>E</b>	Application/Interview
Be competent in meetings procedures, administration and minute taking	<b>E</b>	Application/Interview
Previous experience of governance	<b>E</b>	Application/Interview
Knowledge or previous experience of education legislation, guidance and legal requirements	<b>D</b>	Application/Interview
Understand the respective roles and responsibilities of the governing body, the headteacher, the LA, the Multi Academy Trust and DfE	<b>D</b>	Application/Interview
<b>Communication &amp; Interpersonal Skills</b>	<b>Essential/Desirable</b>	<b>Assessment</b>
Ability to build and form effective relationships with colleagues and other professionals.	<b>E</b>	Interview
Well organised, calm and positive, confident and assuring	<b>E</b>	Interview
Ability to work on own initiative as well as within a team	<b>E</b>	Interview
Excellent interpersonal, written and verbal communication skills	<b>E</b>	Interview
Eager to learn, motivated and energetic	<b>E</b>	Interview
Proficient in the use of Microsoft Office, e-mail and the internet	<b>E</b>	Application/Interview
Experience of maintaining efficient electronic filing systems, including using SharePoint	<b>E</b>	Application/Interview
High levels of accuracy and good attention to detail	<b>E</b>	Interview
Flexible and willing to go the extra mile	<b>E</b>	Interview
Enthusiastic, and enjoys working in a dynamic/changing role	<b>E</b>	Interview
Understands the importance of confidentiality	<b>E</b>	Interview

<b>Special Conditions related to the post</b>	
<p>The Special Partnership Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references, one of which must be from your current or most recent employer.</li> <li>• Satisfactory verification of relevant qualifications</li> <li>• Satisfactory health check</li> </ul> <p>All new employees may be required to undertake mandatory training required by the Trust.</p>	

<b>How to apply:</b>	To download an application pack or apply online please visit: <a href="http://www.specialpartnership.org">www.specialpartnership.org</a> Please complete an application form in full and return to: <a href="mailto:recruitment@specialpartnership.org">recruitment@specialpartnership.org</a> <b>Please note that we do not accept CVs.</b>
<b>Contact details:</b>	Address: Pencalenick School, St Clement, Truro, TR1 1TE Tel: 01872 613115 E-mail: <a href="mailto:recruitment@specialpartnership.org">recruitment@specialpartnership.org</a>

<b>Closing date:</b>	Please note that if you have not received a reply within 28 days of the closing date, you must assume that on this occasion your application has been unsuccessful.

**Our Trust is committed to providing employee benefits that motivate and reward our employees.**

**Our benefits include:**

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- 29 days annual leave per year (pro rata), **plus** bank holidays
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at [Special Partnership Trust - Home](#)