

GOVERNANCE AND COMPLIANCE OFFICER

Start Date: as soon as possible

Salary: Grade 5 – Pt 12-15 - £23,480 to £26,444 (Actual Salary)

Contract Type: Permanent

Working Hours: 37 hours a week, term time only (39 weeks, term time plus training days)

Location: Based at Trust Offices in Boston or The Lincoln Hub, Pollyplatt with the additional option of working from home on occasions. Attendance at academies within the Trust will also be required from time to time.

Reporting To: Governance and Compliance Professional

Key Relationships: Chief Operating Officer, Headteachers, Chairs of local governance teams

Infinity Academies Trust (IAT) has an exciting opportunity for a highly effective, efficient and self-motivated individual to join our central team as Governance and Compliance Officer. The role requires the use of various IT systems and apps, therefore the successful applicant must be IT literate with the ability to use Microsoft office packages and other dedicated software to produce documents to high standards. The successful applicant will be required to attend the various academy sites and will require a flexible approach to working hours and a willingness to travel to and from the academy sites using private or public transport.

Purpose of Job

This role is responsible for providing a high-quality administration and advice service to local governance teams (known as Academy Monitoring Committees [AMC]) within the Trust, which includes:

- Supporting the Governance and Compliance Professional to ensure that local governance teams meet high standards of local governance, including any statutory responsibilities and regulatory requirements
- Attendance and support at AMC meetings, with associated administrative requirements.

Principle responsibilities and duties:

1. Governance Support

- Work with the Governance and Compliance Professional on all aspects of AMC meetings, including collating and distributing monitoring reports within defined timeframes.
- Attend all meetings of the AMC's, prepare and seek approval of draft meeting notes, within appropriate timescales and distribute to stakeholders as required.
- Develop and maintain working knowledge of the Trust's policies and procedures as appropriate to the role.
- Maintain an accurate record on all aspects of local governance, such as contact details, membership, terms of office, meeting attendance, declaration of interest, training and link governance roles.
- Provide advice and support to academy champions to support them in all aspects of their role such as induction, conducting monitoring visits and procedural matters.
- Support the Governance and Compliance Professional to set up and administer additional panels such as exclusions and complaints, as required.

- Monitor and keep up to date with relevant legislation, the regulatory environment and any best practices within the Multi-Academy Trust framework.
- Support the Governance and Compliance Professional with planning arrangements and attend trust wide governance events.
- Demonstrate a commitment to own professional development and undertake training as required for the role.
- To understand and follow all safeguarding policy and procedures across the Trust.

2. Compliance

- Ensure that local academy policies are updated and approved in line with the Trust and statutory requirements.
- Provide information, advice and support to each academy to ensure that academy websites are compliant and up to date for governance
- Support the Governance and Compliance Professional to ensure that GIAS for each academy is up to date and accurate at all times.
- Adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
- To undertake all necessary training required by the Trust appropriate to the job.

3. Governor recruitment, training and Induction

- Support the Governance and Compliance Professional with the recruitment process ensuring that all new academy champions are onboarded with the correct recruitment checks, working collaboratively with the academy.
- Ensure that new academy champions are inducted in line with the expectations of IAT.
- Ensure that recruitment records are maintained.
- Provide clear and accurate advice and support to all academy champions about training opportunities and ensure that accurate records are maintained.

Person Specification

| Essential | Desirable | Measure |
|--|---|---|
| Skills | | |
| <ol style="list-style-type: none"> Ability to organise own time and working to strict deadlines Ability to maintain efficient records Awareness of the need to act with sensitivity and objectivity in dealing with all governance matters IT literate with the ability to use Microsoft office packages and other dedicated to produce documents to high standards. High levels of interpersonal skills and ability to work as a member of a team Ability to undertake a range of clerical and administrative duties Ability to provide and seek relevant advice Ability to demonstrate initiative and self-motivation Excellent communication skills, both oral and written | <ol style="list-style-type: none"> A relevant professional qualification or equivalent experience Completion of DfE recognised Development programme for clerks, or equivalent training/qualification | Application form/Interview |
| Experience/Education | | |
| <ol style="list-style-type: none"> GCSE level 4 or above in Maths and English (or relevant experience) Experience of continuous professional development and training Experience of producing, collating and circulating documents to meet strict deadlines. | <ol style="list-style-type: none"> Previous experience of working in an educational establishment. Experience of working with senior leaders | Application form/Interview Certificates |
| Personal Attributes | | |
| <ol style="list-style-type: none"> A willingness to travel to various academy sites within the Trust using either private or public transport Good interpersonal skills Attention to detail Enthusiasm and self-motivation with a can-do attitude A flexible approach to working hours | | Application form/Interview |