



## **JOB DESCRIPTION**

**POST:** **Governance and Compliance Officer**

**GRADE:** **Grade 6 SCP 16 - 22**

### **RELATIONSHIPS:**

The post holder is accountable to the Governance and Compliance Manager in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE:**

To provide professional governance services and advice to Local Academy Boards (LAB), working effectively with the Chair, Principal and LAB governors to ensure that the LAB fulfils its roles and responsibilities. The role will be working within the Central Team at the Trust and will involve taking one or more trust-wide lead roles in a specific area of governance.

### **MAIN DUTIES & RESPONSIBILITIES:**

#### **Meeting Support:**

- Work with the Principal and Chair of the LAB before meetings to prepare a clear and effective agenda.
- Collate and share the agenda and papers within the stated deadline ahead of LAB meetings.
- Clerk all LAB meetings, taking minutes, noting decisions, actions and those responsible for any agreed actions and circulating these within prescribed timeframes.
- Liaise with the Chair and Principal to receive an update on progress of actions previously agreed.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Support meetings remotely and in person and travel to schools where needed.
- In consultation with the Specialism Lead, support the clerking of panel meetings including suspensions and exclusions, complaints and appeals panels.

#### **LAB Membership and Record Management**

- Maintain all governance records for the LAB in which you are responsible, including attendance records, training logs, GIAS updates and any other governance records as applicable.
- Liaise with the Chair and Governance and Compliance Manager regarding upcoming governor vacancies as necessary and support with the onboarding of newly appointed governors
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors, updating the attendance register accordingly.
- Ensure all local governance information is updated in the Trusts governance system, GovernorHub and that all data is current and accurate.
- Support the development and maintenance of the governance system, GovernorHub, ensuring LAB members are proficient in its use as required.

## **Advice & Information**

- Advise the governing body on procedural issues. Seek timely and appropriate legal advice and guidance, through the Central Governance Team where appropriate.
- Liaise with the Governance and Compliance Manager to ensure the successful onboarding and induction of new governors. Ensure that all governors have relevant information and are signposted to training and resources.
- Undertake an annual skills audit and ensure all governors are encouraged to attend regular training to support outcomes of skills analysis.
- Support the LAB self-evaluation process administratively, as requested by the Chair
- Advise the LAB on the schedule of policy review, to include Trust and Academy approved policies and ensure that statutory policies are shared as required.
- Deliver Trust-wide support and act as the first point of contact for one or more areas of trust wide governance specialism providing advice and support where required.

## **Compliance**

- On consultation with the Governance and Compliance Manager, complete regular website audits, ensuring all governance data is accurate and up to date and in accordance with DfE guidance on what Academies must publish online.
- Maintain records of LAB correspondence.
- Ensure that a register of governing body business and pecuniary interests is maintained and reviewed annually.
- Ensure the Trusts Code of Conduct is signed and adhered to by all LAB Governors.

## **Lead Area of Specialism**

- Lead on one or more of the following areas to offer trust wide specialist support and training: Suspensions and Exclusions, Complaints, Pupil Admissions, Compliance, Policy Management, Data Protection and FOI requests.
- Act as the first point of contact for the lead area across the Trust, providing support and advice as appropriate.
- Maintain up to date records for the lead area and ensure all statutory processes and deadlines are met.
- Keep abreast of developments in legislation and best practice in the lead area circulating updates in a timely manner.
- Develop training and support programs for LAB governors and staff and deliver this as part of a regular timetable of training.

## **Continuous professional development**

- Opportunity to obtain Level 4 CGI Clerking qualification
- Attend meetings with line manager half termly
- Keep up to date with current educational developments and legislation affecting school governance
- Undertake regular safeguarding training.

## **Other duties**

- Advise and support governors taking on new roles
- Participate in and contribute to the training of governors
- Prepare briefing papers for the local governing bodies, as necessary
- Work with the line manager to produce an annual agenda Planner, which includes an annual calendar of meetings and the cycle of agenda items.
- Support processes such as governor panels for complaints and exclusions.

- Fulfil other reasonable duties as directed by the LAB Chair, Principal or line manager

#### **GENERAL:**

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the line manager at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

#### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed: .....** **Date: .....**  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

**Outstanding Achievement for All**