



## **Job Advert**

### **Governance Officer / Trust Secretary**

**Permanent, 30 hours a week, Term Time + 4 weeks per year**

**Salary: NJC Grade 8 £24,982 - £27,741 per annum pro rata  
(Actual salary in the region of £18,896 - £20,983\*)**

*\*Recruitment and Retention Allowance may be applicable*

The Faringdon Learning Trust central team is seeking to appoint a Governance Officer / Trust Secretary with professional qualification support provided to the successful candidate.

Under the direction of the Chief Operations Officer (COO), this role will provide administrative support to the Board of Trustees, Trust Chief Executive Officer (CEO), and COO to further the achievement of the Trusts strategic priorities.

Governance is a niche area of expertise and the successful post holder will be supported to complete the Level 4 Certificate in Academy Governance qualification (or equivalent), as recognised by the Chartered Governance Institute to further enhance the workplace learning and training given. This is a valuable professional development opportunity for a candidate with a commit to learn and an interest in understanding and applying frameworks.

The post holder will become responsible for ensuring the Trust complies with its governing document, line manages a small number of LGB clerks, and both administers and upholds the trusts 'Scheme of Delegation' document. This role also involves clerking meetings for the Board of Trustees (approximately 6 meetings per year), which will require some evening working.

To be successful in this role, you will:

- Possess good organisational, communication and ICT skills;
- Have a demonstrable ability to work autonomously and co-ordinate tasks with others;
- Hold a desire and willingness to learn, understand and apply policies and frameworks;

For more information, including a copy of the job description and application form, please visit our website <https://faringdonlearningtrust.org/work-for-us/> . Please direct any questions to the Trust Recruitment team and return completed application forms to: [Recruitment@faringdonlearningtrust.org](mailto:Recruitment@faringdonlearningtrust.org)

**Closing Date for applications – Monday 31<sup>st</sup> January 2022 at 12 noon.**

**Interviews for the position will take place w/c 31<sup>st</sup> January 2022**

*Faringdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check.*

## Job Description and Person Specification

### Trust Secretary - Governance Officer

<b>Responsible to:</b> Chief Operations Officer	<b>Grade:</b> 8
<b>Hours:</b> 30 hours per week – Term Time plus 4 weeks	<b>Duration:</b> Permanent
<b>Main Location:</b> Central Trust Office, Fernham Road, Faringdon	

**Context:** Under the direction of the Trust Chief Operations Officer (COO) this role will provide the focal point for central Trust administration and governance. You will provide administrative capability and support to the Board of Directors and Trust Chief Executive Officer (CEO) and COO in supporting the achievement of the Trust strategic priorities. Integral to this role is ensuring that the Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.

#### Organisation

- Provide Administrative support and respond to tasks from the Trust CEO and COO, FLT Trust Board, Board Committees and Chair.
- Support successful achievement of the Trust strategic priorities.
- Collaborate with colleagues and community partners to ensure effective functioning and reputation of the Academy.
- Arrange and support meetings as required by the CEO, COO or Chair of the Trust Board.
- Line manage the Trusts clerks to LGB's, including recruitment and appraisals and ensuring they undertake the relevant training.
- Manage routine /general enquiries either face to face, by email or telephone.
- Attend team meetings and contribute to discussions.

#### Trust and Company Secretary Administration

- To be responsible for the efficient administration of the Trust office, including organisation and security of all Trust hardcopy and electronic files and documents.
- Co-ordinate Trust wide administration, for example letterheads, stationary and signage.
- Working with the COO, produce and maintain a Trust calendar of annual events.
- Maintenance of Company Books and registers as required by Company Law.
- Complete and submit documentation to Companies House, the DfE and other outside agencies.
- Record and maintain Governors, Members and Trustees personal data on database, including providing induction packs and ID badges to the Trust Board.
- Provide support for Trustees and members with resignation and nomination procedures.
- Provide support to LGB's, head teachers and Board of Trustees with external complaints.
- To provide advice on governance, compliance and policy matters to the CEO, COO, Members, Trustees, Directors, Governors, Headteachers and other members of the Leadership teams.

<sup>1</sup> Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at <https://faringdonlearningtrust.org/>

- Under the direction of the COO respond to requests for Freedom of Information (FOI), Subject Access Requests (SAR) etc.
- Under the direction of the COO, act as a focal point for GDPR for the Trust, including assisting with development, implementation and compliance with policies and procedures and liaising with the Trusts Data Protection Officer where appropriate.
- Ensure the Board of Trustees is compliant with GDPR. Provide advice to the Board of Trustees and LGBs on GDPR in line with Academy guidance and procedures.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Assist with all Trust central processes including school admission policy, advice and guidance.
- Assist with ensuring that the Scheme of Delegation for Governance Functions is reviewed and current and with support, administer the Scheme of Delegation.

### **Governance Administration and Support**

- Act as Clerk to the Trust Board of Trustees Meetings (involving approximately 6 evenings a year), ensuring that meetings are quorate, produce accurate and timely meeting agendas and minutes.
- Provide advice to the Board of Trustees and LGBs on governance, constitutional and procedural matters, GDPR and FOI requests in line with Trust guidance and procedures.
- Inform the Board of Trustees of any changes to its responsibilities as a result of a change in Government legislation.
- With the Chair of the Board and CEO, develop, and deliver an annual programme of training and development (to include induction training) for trustees and governors.
- Under the direction of the COO, liaise as necessary with external organisations such as the Academy Trust Solicitors, Auditors and the Education and Skills Funding Agency (ESFA).
- Act as the Clerk to panels, in line with Trust Policy and Procedure, where required.

### **Policies Administration**

- Act as the focal point pro-actively co-ordinating, administering and publicising Trust Policies.
- Assist with the writing, formatting and development of trust policies and ensure a register of all Trust policies is maintained.
- Maintain knowledge up to date legislation and guidance on school governance, communicating and advising the COO and CEO on the effect of any changes.
- Ensure a register of all Academy policies is maintained.
- Ensure compliance against key statutory policies.

### **Line Management**

- Line manage and oversee the performance of LGB Clerks and committees, ensuring minutes and reports are appropriate. Recruit and appraise clerks ensuring they undertake the relevant training and are supported in their role.
- Co-ordinate the covering of meetings when a substantive clerk cannot attend.

### **Website, Marketing, PR and Community**

- Working with the Trusts Marketing and Communications Officer, maintain the FLT website to include local governance documentation, diary of Academy meetings, and central trust policies. Ensure the website is updated in accordance with DfE Guidelines.

**Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Be responsible for the appropriate recruitment and deployment of clerking staff and in managing associated employment procedures.
- Analyse, evaluate data/information, and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.
- Provide advice and guidance to staff and others on complex issues.
- Manage information effectively in accordance with legal requirements.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Provide Administrative support and respond to tasks for the central team including office procurement, hiring facilities and transport.

**Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

## Qualifications and Experience

Qualities	Essential/ Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• General clerical/administrative/financial work including minutes taking</li> <li>• Experience of governance within a school or similar environment</li> <li>• Experience of dealing with complaints</li> <li>• Experience of managing staff</li> </ul>	E D D D
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Excellent numeracy/literacy skills</li> </ul>	D E
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>• Excellent use of ICT packages including MS Office software</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation including GDPR and Freedom of Information</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to identify own training and development needs and cooperate with means to address these.</li> <li>• Able to implement systems, processes and procedures</li> <li>• Able to self-motivate, organise and prioritise</li> <li>• Able to organise and motivate other staff</li> </ul>	E E E D  E E  E E E
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Be a person of integrity</li> <li>• Be able to maintain confidentiality</li> <li>• Be able to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Have good interpersonal skills</li> </ul>	E E E E E
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Able to work at times convenient to the Board of Trustees, including evening meetings</li> <li>• Able to travel to meetings</li> </ul>	E E