

<b>Post title</b>	<b>MAT Governance Officer</b>
<b>School/Organisation</b>	Avanti Services Ltd
<b>Location</b>	Stanmore
<b>Grade</b>	Circa £30,000 - £45,000 depending on experience (pro rata)
<b>Hours</b>	Part time (15 hours per week)
<b>Contract Type</b>	Permanent
<b>Preferred Start Date</b>	As soon as possible

## MAIN PURPOSES OF THE JOB

Academy trust Governance Officers are responsible for administering all aspects of governance effectiveness within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- Providing advisory and operational support to the Trust and its academies in the areas of governance, and legal compliance in conjunction with advice and guidance from the lawyers.
- Having a thorough grasp of the laws that affect Multi Academy Trusts.
- Remaining highly organised, proactive, and enthusiastic, with excellent communication skills. The role will support in implementing collective strategies as well as recording and preparing minutes and agendas.
- Acting as a point of communication between the Directors, Members, Avanti Services Trust staff and other stakeholders
- To maintain data on the membership of the Board of Trustees, the members, and the school Governing Bodies in accordance with legal requirements.
- Establishing and maintaining procedures for sound governance of the academy
- keeping up to date with policy, legal and statutory requirements and managing information effectively
- Support in the Risk Management process for the Trust.

## RESPONSIBILITIES OF THE JOB

### Effective organisation and administration of meetings

- Act as a point of communication between the Directors, Members, AST staff and other stakeholders
- Post Annual Returns (non-financial) and file all other annual and event driven filings with Companies House
- Clerking and arranging all Board and Sub-Committee meetings including the preparation and despatching of agenda and papers for Board Director and Sub-committee meetings: Standards & Curriculum Committee, Audit & Finance Committee and Policies and Personnel Committee, Remuneration Committee and (potentially newly formed Committees

## Advice and guidance

- Proactively support the Board in relation to compliance with the Trust's legal and regulatory obligations which shall include obtaining professional advice / expertise where appropriate
- Perform an advisory function to the Board in relation to its compliance with the Company/Charity Law, Articles of Association, Master/Supplemental Funding Agreements and Academies Financial Handbook
- Advise the School Stakeholder Committee (SSC) and Clerks on governance and constitutional matters including appointment, election process & documentation. Collate SSC minutes for Director access
- Act as the main point of contact for all queries relating to governance within the trust

## Evaluation and development

- Coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- steering a self-evaluation of the quality of governance in the MAT in accordance with Ofsted guidelines
- Developing and implementing a training programme for those governing the trust

## Manage statutory information and governance documentation

- Comply with the EFSA's reporting requirements in relation to directors and members
- Maintain and prepare all regulatory and governance documents and records
- Maintain a Register of Interests and advise directors on managing conflicts of interests
- Management and establishment of Trust Sub-committees
- Maintain appropriate records of trust board and academy committee membership

## Other duties

- Govern and contribute to a risk register for the Trust to eliminate mitigating risks
- Manage the appointment process of Directors and Members including verification of DfE Suitability & Declaration form/onboarding. Liaise with DfE Due Diligence Department where necessary
- Manage the appointment of Trust appointed School Stakeholder Committee Members (interviews)
- Provide governance training to key personnel (Central teams and at school level)

## **PERSON SPECIFICATION**

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to degree level or equivalent experience	X	
2.	Experience of supporting a Directors' or Governing Body	X	
3.	Thorough grasp of the laws that affect Multi Academy Trusts	X	

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<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
4.	Experience with recording and preparing minutes and agendas.	X	
5.	Knowledge of risk management		X
6.	Excellent ICT skills, with the ability to produce a range of reports and provide information in a practical and understandable format	X	
7.	Experience steering a programme of evaluation of the quality of governance, including skills audits and individual reviews for those governing	X	
8.	Excellent communication and mediation skills, being able to demonstrate effective communication with staff, senior management and external organisations, especially through a period of significant change	X	
9.	Understanding and commitment to safeguarding and promoting the welfare of children and young people and ensuring they are protected from harm	X	
10.	Excellent self-management, including time management, working under pressure and meeting deadlines	X	
11.	Experience in delivering training to internal stakeholders	X	
12.	Relevant Legal knowledge - commercial, contractual, educational, charity		X
13.	Understanding of the Trust's ethos, values and vision		X
14.	Commitment to professional development to improve own practice/knowledge		X

<b>FURTHER INFORMATION</b>
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>