**Governance Assistant**

**Candidate Pack**

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**Introduction**

Dear Colleague

Thank you for your interest in the post of Governance Assistant.

This is an exciting new opportunity for an enthusiastic and adaptable administrator with an interest in education to join this highly regarded and successful Church of England Trust.

Our successful candidate will support our Head of Governance by providing administrative support to to ensure the delivery of high standards of corporate governance across the Trust.

The role is offered as 20 hours per week, term-time only. The Trust is committed to flexible working and will always seek to accommodate the needs of employees, where possible agreeing alternative working arrangements.

Whilst the role is advertised as part time, we would consider additional weeks for the right candidate.

**Salary and benefits**

* Opportunity to play a vital and worthwhile role in helping us in our mission to achieve better outcomes for children and young people across the area
* Working as a valued member of a reputable and supportive team, for an organisation which respects its staff and has a strong Christian ethos
* Working across Trust schools, with flexibility to work from home
* Term-time only, with possibility of additional weeks
* An attractive salary package which reflects the scale and demands of the role
* Membership of the Local Government Pension Scheme and KentRewards scheme
* Access to continuing professional development
* Relevant professional fees reimbursed

I hope that, having read the description of the role in this pack, you would like either to contact us for a further discussion or to submit an application. We very much look forward to hearing from you.

Yours faithfully

Ian Bauckham CBE
CEO

**About the Trust**

Tenax is a Church of England academy trust located in West Kent and East Sussex, and currently comprises 7 primary schools (one of which is a free school and one is a school with no faith designation) alongside a large secondary school, Bennett Memorial. It is led by Mr Ian Bauckham CBE, who also holds a number of national roles in education.

The Trust also runs School Centred Initial Teacher Training (SCITT), and Bennett is designated as the Teaching School Hub for both East and West Kent.

Tenax aims to achieve excellence for all through outstanding leadership and this is complemented by an emphasis on creating schools with a strong and distinctive ethos and culture. We value diversity and the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

* We believe in the value and potential of every child and young person.
* We are committed to high standards of achievement and embrace a positive mindset that insists all students can make exceptional progress.
* We provide a rich curriculum designed to prepare pupils for future learning as they grow in knowledge and confidence.
* We invest in the expertise of our teachers by providing best in class professional development for all. We value our support staff and offer competitive employment packages for all. We aim to be an employer of choice.
* We focus on giving our pupils the richest personal development possible, so that they grow in character and acquire strong values to stand them in good stead in adult life.
* The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

The name ‘Tenax’ is the Latin word for ‘tenacious’ or ‘steadfast’. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

For more detailed information please see our website at [www.tenaxschoolstrust.co.uk](http://www.tenaxschoolstrust.co.uk) .

**Role Description**

**Governance Assistant**

**Job Title:** Governance Assistant

**Reports to:** Head of Governance

**Remuneration:** Tenax Support Staff (equivalent KR 5) FTE KR05 £19,723 - £21,693 depending on experience

Local government pension scheme

Access to KentRewards benefit scheme

**Working time:** 20 hours per week, term-time only

 Working times to be mutually agreed

Some flexibility may be required within working times, to meet the demands of the Trust.

**Place of work:** Trust HQat Bennett Memorial Diocesan School, Tunbridge Wells and at other Trust schools as required, with flexibility to work from home

**Key relationships:** Head of Governance, Chief Financial Officer, headteachers, governors, clerks to Local Governing Bodies

**Job purpose**

The purpose of this role is to provide administrative support to the Head of Governance to ensure the delivery of high standards of corporate governance across the Trust and in line with its governance arrangements and the appropriate legal framework, processes and procedures.

**Key duties and responsibilities**

1. Working with the Head of Governance to provide effective administrative support to the Trust’s boards and committees
2. In liaison with the Head of Governance, have responsibility for drafting the calendar for all Board, sub-committees and Executive meetings including sending out meeting requests.
3. Managing the forward planner anticipating possible needs by remaining informed of forth coming activities and developments.
4. Facilitating meetings: scheduling, preparing and distributing documents and supporting the Head of Governance.
5. Coordinating the Board / committees’ agendas and papers in liaison with the Head of Governance.
6. Assisting with recruitment of new members of the governance teams, Trustees and local governors, and supporting their induction in line with Trust procedures.
7. Support the Head of Governance and Central Team to ensure that the Trust and its academies maintain appropriate policies and procedures to be compliant with statutory responsibilities
8. Deputising for the Head of Governance as necessary
9. Performing any other reasonable task as directed by the Head of Governance, Chair of Governors or Trust’s Company Secretary, to ensure effective governance.
10. Stepping in where requested by the Head of Governance to manage short-term capacity shortfalls in school-level LGB clerking.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

**Governance Assistant**

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

**It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a ‘good fit’ for the role as described.**

We are an organisation committed to developing all of our staff through Trust-wide mentoring and support arrangements. We will work with the new post holder to secure the most appropriate CPD opportunities.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Minimum of C grade GCSE or equivalent passes in English and Mathematics
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| **EXPERIENCE**  | * Experience of organising meetings, writing agendas and producing accurate concise minutes
* Experience in an administrative role
* Experience of customer service
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| **ABILITIES AND APTITUDES**  | * Able to take accurate minutes of a meeting and understand the importance of record keeping
* Ability to work independently to deadlines
* Be professional, friendly and helpful whilst upholding confidentiality, integrity and impartiality
* Punctual and reliable
* Awareness of General Data Protection Regulation legislation
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Microsoft Office applications, including Office 365 and database functions.
* Excellent listening, verbal and written communication skills
* Ability to develop and maintain effective computerised and manual filing systems.
* Excellent time management skills and ability to organise and prioritise workload to achieve deadlines.
* Ability to investigate complex queries and anomalies when required
* Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the staff, agencies and managers concerned.
* Co-ordination skills when arranging meetings and appointments.
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| **KNOWLEDGE**  | * Commitment to equalities and the promotion of diversity and the safeguarding of young people in all aspects of working.
* Knowledge of Safeguarding practices as relevant to the Clerk’s role
* Knowledge of the Trust’s Record Retention Policy and freedom of information protocols. Awareness of the requirement for this policy and protocol.
* Knowledge of a range of IT systems, including Microsoft Office applications.
* Knowledge of computerised and manual filing systems when applied to Governance
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| **Other Criteria**  | * Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety and Data Protection
* Flexible approach to working hours, including being available to be contacted at mutually agreed times
* Be able to work at times which are convenient to the Governing Body, including attendance at evening meetings
* Full driving licence and own transport and the ability to travel to various office locations when required.
* Strong empathy with the aims and ethos of the school and its values
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**Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.**

# Before applying

Any potential applicant who would appreciate an **informal and confidential discussion** with Maria Campbell, Head of Governance about the post should arrange an appointment by contacting: campbell@tenaxschoolstrust.co.uk

Such conversations are not part of the selection process for the role.

**Applications**

Please send your completed application form to Emma Ivory, Human Resources at HR@tenaxschoolstrust.co.uk by **12 noon on Thursday 6th October 2022*.*** Please refer to the guidance notes for applicants.

# Shortlisted candidates

***Interviews are expected to take place on week commencing 10th October 2022.***

# Offer of Employment

The successful candidate will be contacted by phone and an offer of employment made subject to the satisfactory completion of all pre-employment checks

**Guidance Notes for Applicants**

**Accessibility**

Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage. Please contact Emma Ivory at HR@tenaxschoolstrust.co.uk regarding such needs.

# Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version**.**

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates’ experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Your personal statement should be not more than two sides of A4.

# Referees

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present post for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

# Qualifications

You will need to provide documentary evidence of your relevant qualifications (excluding GCSE, O and A levels) at your interview.

The Trust will ask to see the original certificate, and copies will be taken for your application.

# Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust’s Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

# Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

* a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK
* a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Please note that applicants who use documents from a state which is part to the European Economic Agreement must apply to the EU Settled Status Scheme, and any appointment would be subject to Settled Status being granted. More information is available from <https://www.gov.uk/eusettledstatus>