



Inspira Academy Trust	
Job Title:	Governance Officer
Location:	Home based with travel to schools across the Trust.
Salary Range:	£12.50 per hour
Reports To:	Chief Executive Officer
Full/Part time:	Part time. Term time only.

The Mission of Inspira Academy Trust is to:

- Create a welcoming environment in our schools where everyone feels happy, safe, included and are empowered to develop and practice independence.
- Instil a love of learning and encourage pride in all achievements through the foundations of a high quality curriculum.

Job Purpose

To provide a high quality governance professional clerking service and governance advice to support effective governance across the Trust and Local Governing Board's of the schools within the Trust.

Main Responsibilities and Duties

The post-holder will play a key role in supporting the effective governance of Inspira Academy Trust, being a trusted and active professional adviser to the Trust Board and Local Governing Boards (LGB). This role will include:

Supporting the key functions of the Trust Board and LGBs:

- Advise each level of Governance on the delivery of its core functions and ensure it operates in line with national guidance, the Trust's Scheme of Delegation and Trust policies and procedures;
- Lead, in conjunction with the Chair of Trustees, Chair of the FAR Committee, Chair of Governors, CEO, CFO and the Headteachers, the planning of activity for the year following the Trust's Annual Plan and policy review cycle. To include:
 - Meeting dates and agendas for all levels of governance in Inspira Academy Trust
 - Schedule for monitoring visits
- Organise regular planning meetings with the appropriate Chair and lead professional;
- Prepare professional agendas in the Trust format, and ensure accompanying reports are circulated 7 days ahead of the meeting;
- Attend all meetings and ensure correct procedures are followed during meetings, as set out on the Terms of Reference;
- Prepare professional minutes in the Trust format, and ensure these are circulated no later than 2 weeks after the meeting;

- Follow up the decisions and actions following meetings to ensure they are implemented;
- Advise on legal and procedural matters where necessary during and outside of meetings;
- Deal with highly confidential and sensitive items in a discrete and professional way.

Demonstrating compliance:

- Maintain copies of key governance documents including:
 - terms of reference and the membership
 - policy documents
 - names and contact details of members, trustees and governors including terms of office, record of attendance, training and registers of interest
 - governor monitoring visits
 - agendas, accompanying reports and minutes
- In conjunction with the CFO and the Business Manager ensure that the Trust and school websites are up to date at all times and GIAS with statutory governance information;
- Support the CEO and Headteachers with reviewing the statutory compliance of the individual websites against the DfE checklist, particularly advising on when policies are due for review and publication;

Supporting the development of governance within Inspira Academy Trust:

- Advise on the expiry of terms of office and support the Chair of Trustees with the recruitment of new Member, Trustees and governors, organising election processes and providing promotional material;
- Ensure new appointees have access to IT, essential information and training from the Trust and the schools to undertake their roles effectively;
- Ensure the completion of essential governor training is followed up and regularly reported to the Trust and LGB;
- Encourage the attendance of relevant trustees/governors at training and networking events;
- Work with the LGB to develop succession plans for key roles eg. Chair and Vice Chair;
- Participate in training and development, as required, organised for governors;
- Keep up to date with current developments and legislation affecting school governance and share key messages.
- *Provide administrative and procedural support to ad hoc committee hearings, interviews, appeals, parent meetings and complaints as required;
- Contribute to the development of Trust best practice documents for Trust Boards and Local Governing Boards;

*NB: This support is ad hoc in nature and, if it cannot be delivered with contracted hours, will be paid as additional hours where the support is provided.

Supervision and Management

This role will be lined managed by CEO.

Key Contacts and Relationships

The Clerk will work closely with the CEO, CFO, Chair of trustees, Chair of the Finance, Audit and Risk Committee and the Chairs of the LGBs, other Governors and the Headteachers

Decision Making

The post holder will be required to provide advice and guidance on a range of governance related issues.

Resources

A laptop will be provided and office equipment required for the role will be supplied.

Working Environment

Post holder will be expected to undertake many elements of the role (such as agenda planning and responding to correspondence) from home. The majority of meetings

Attendance at meetings may occasionally be online, although is commonly in person . The post holder will be required to travel to these meetings at their own cost.

KEY CRITERIA	ESSENTIAL	DESIRABLE
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PERSON SPECIFICATION

Job Title:	Governance Professional
Location:	Home based with travel to schools across the Trust

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Experience in administration, including producing high quality agendas and taking minutes. • Experience working to deadlines and prioritising work. • Literacy and numeracy skills to GCSE A-C or equivalent • Confidence using the Microsoft Office suite, including Outlook, Word, PowerPoint and Teams. • Experience forming positive professional relationships with a variety of stakeholders • Understanding the role of a school governor. 	<ul style="list-style-type: none"> • Previous experience, or training as a Clerk or Governor in a school environment or similar role. • Knowledge for the education sector and relevant governance statutory requirements. • Knowledge of the role of the academy trust and the Department for Education. • Understanding of the UK Data Protection Regulations. • Confidence using MS Sharepoint.
Skills and Abilities	<ul style="list-style-type: none"> • A clear and professional communicator • The ability to act with impartiality and discretion at all times • The ability to respectfully challenge behaviours or decisions which do not support the BWMAT values or correct procedures • The ability to seek out own learning and ask for support where necessary • A commitment to personal learning and adaptability to change • Competence at organising their time and working deadlines 	<p>Experience working with volunteers or the public, and adapting communication style to suit these different stakeholders.</p> <p>Experience and confidence in delivering training to peers.</p>

Work-related Personal Requirements	<ul style="list-style-type: none"> • Maintain integrity and impartiality in the workplace • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Have initiative and self-motivation • Be invested in the success of the school and demonstrate commitment to being part of a successful team 	
Special Requirements	<ul style="list-style-type: none"> • Able to work at time convenient to the LGC, including evening meetings • Able to travel to meetings across Trust's geographical area • Available to be contacted at mutually agreed times 	

I agree that I have read the job description which is a fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: