



## Job Description

### Governance Officer

<b>Salary range:</b>	KR8 <b>£26,598 - £30,333</b>
<b>Place of work:</b>	KCSP Main Office, Barham Court, Teston
<b>Line Manager:</b>	Director of Governance & Company Secretary
<b>Direct reports:</b>	None
<b>Purpose of role:</b>	Outlined in full below

*The Kent Catholic Schools' Partnership is a multi-academy trust of 25 Catholic schools in Kent, 20 Primary and 5 Secondary, all of which are part of the Archdiocese of Southwark. We strive together to ensure that our schools will offer an ambitious education and curriculum for all, with a firm focus on the provision of excellent teaching and learning to ensure that the potential of each and every one of our children and young people in our schools is fulfilled; whatever their need.*

*We work together in a partnership which is willing to share outstanding expertise, offers support and challenge when needed, supports wellbeing effectively, and which keeps everyone in our school communities safe.*

#### The Governance Officer will:

- Assist the Company Secretary with the governance framework for the Trust;
- Provide and ensure effective administrative support to the Trust Board and the Trust Board Committees;
- Manage information effectively and confidentially in accordance with Trust requirements
- Clerk for the Trust Board and Sub committees

#### Governance support to the Company Secretary / Trust

- Support the Company Secretary to ensure that Directors, Governors and Clerks are advised on governance legislation and procedural matters where necessary;
- Act as the first point of contact for Clerks and/or Governors with queries on procedural matters;
- Responsible for the administration of user management systems relating to governance for the Trust
- With the Company Secretary formulate and communicate the annual calendar of Board and Board Committee meetings and the forward-looking agenda's for the Trust

- Ensure that there is an effective flow of communication between Board and Board Committee meetings and also between Local Governance meetings and the Board;
- Provide new Trust Director induction materials and meetings and ensure that they have access to appropriate documents;
- Assist the Company Secretary with the recruitment of Directors and Governors, including liaising with the Education Commission where required;
- Maintain an accurate and up to date training log for the Directors;
- Support the Company Secretary in all governance related matters such as organising training of Directors, Governors or Clerks, drafting and updating the Governance Handbook and Scheme of Delegation; liaising with third parties on training requirements within the Trust; implementing new governance processes and procedures from time to time;
- Undertake Directors skills audits and Board/Board Committee effectiveness audits.
- Perform such other tasks as may be determined by the Company Secretary or Directors from time to time.

#### Effective administration of meetings

- With the Company Secretary prepare a focused agenda for the Board and/or Board Committee Meetings and on occasion, any Trust AGM's and extraordinary meetings;
- Liaise with those individuals preparing papers to ensure that they are reviewed by the Company Secretary and distribute the agenda and papers as required by the Terms of Reference;
- Ensure meetings are quorate;
- Record the attendance of Directors and attendees at meetings (and any apologies) and take appropriate action in relation to absences, including advising absent Directors/attendees of the date of the next meeting;
- Manage the Matters Arising for each meeting and chase action points accordingly.
- Maintain a record of signed minutes of meetings.
- Attend induction training and regular relevant training and development events;
- Attend meetings and read all meeting materials ahead of the meeting

#### **Equality and Diversity**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation, or religious belief
- Support people to express their individuality and uniqueness in all areas of life

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Governance Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role

#### **Person Specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree (Preferred)</li> <li>• A level</li> <li>• GCSE – English C/5 or above</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>● Clerking experience</li> <li>● An understanding of governance in a MAT structure</li> <li>● Working with and developing relationships with a variety of stakeholders</li> <li>● Experience of working with a Trust Board</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Meticulous attention to detail and problem-solving skills</li> <li>● Excellent written and verbal communication skills, including presentations</li> <li>● Excellent time-management and organisational skills</li> <li>● The ability to work well as part of a team and independently</li> <li>● The ability to manage and champion change</li> <li>● Effective communication and interpersonal skills and the ability to influence and persuade, and the confidence to challenge opposing views</li> <li>● The ability to motivate, coach and develop colleagues</li> <li>● The ability to foster a positive work ethos</li> <li>● Awareness of KCSIE and safeguarding responsibilities</li> <li>● An understanding of the requirements of GDPR and confidentiality and work within these parameters, at all times</li> <li>● Behave in a professional manner, as set down in the Clerk Code of Conduct, including acting in strict confidence.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● The postholder will be in sympathy with the Catholic faith and so be able to clearly support our Catholic mission, the work of the Trust and that of the wider Catholic faith.</li> <li>● Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>● Ability to work under pressure, prioritise effectively, be responsive to change and be prepared and able to work flexibly</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>● The professional and exemplary character necessary to be an ambassador for the Trust</li> <li>● High expectations of self and professional standards including the ability to maintain successful working relationships with colleagues, a sense of humour and remain resilient</li> <li>● A pragmatic, action-orientated and outcome-focused approach with high levels of drive, energy and integrity</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder