



Cygnus Academies Trust

Job Description: Governance Officer

School(s): Three schools in the Trust, all based in Dartford area

Grade: Kent Scheme 5 -7 (dependent on experience)

Responsible to: Governance Director

Purpose of the Job:

To undertake the administrative and clerical work related to the meetings of Local Governing Committees and other committee meetings

Key duties and responsibilities:

1. To arrange suitable dates for all meetings;
2. To communicate clearly to all governors and visitors as appropriate;
3. To prepare the agenda for the meetings of the governing body and to send out the agenda and other papers in advance of the meeting;
4. To attend meetings of the governing body, to offer advice as necessary on the conduct of business in accordance with the current regulations and to take notes of the meeting;
5. To prepare, subsequent to the meeting, formal minutes and, having cleared these with the chairperson, to circulate these as appropriate;
6. To deal with correspondence as required by the governing body and/or the chairperson and to follow up matters raised at governing body meetings;
7. To maintain records of all governors' attendance at meetings and general correspondence files as appropriate for each committee;
8. To attend, as authorised, any relevant training/briefing sessions;
9. To carry out all necessary administration tasks before and after the meetings at the request of the governing body or the Governance Director.
10. To support the work of the Governance Director by providing input into policy and procedure reviews.

General

11. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
12. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
13. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
14. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Governance Director or Chair of Governors to carry out appropriate duties within the context of the job, skills and grade.



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Person Specification: Governance Officer

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to GCSE English and Maths or equivalent.• IT literate e.g. Office 365.
EXPERIENCE	<ul style="list-style-type: none">• Experience in managing competing priorities and working to deadlines.• Experience of clerking meetings desirable.• Experience of working in the education sector a benefit.
KNOWLEDGE/ SKILLS AND ABILITIES	<ul style="list-style-type: none">• Knowledge of school governance procedures desirable.• Ability to work effectively under pressure and achieve deadlines.• Demonstrate the ability to think creatively to anticipate and solve problems.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Excellent listening and questioning skills, combined with the ability to interact confidently with staff and pupils to establish what the problem is and explain the solution.• Excellent attention to detail and well organized.• Ability to use tact and diplomacy and show patience.• Self-motivated and well-organised and with high levels of attention to detail.• Good analytical and problem skills.• The ability to work on your own initiative or without direct supervision.• Ability to work well as part of a team
CONTINUING PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none">• Willingness to attend training as appropriate.• Committed to continuing own professional practice.

This post is subject to an Enhanced DBS check (with Barred List).