



JOB DESCRIPTION ACADEMIES GOVERNANCE OFFICER

Responsible to:	Trust Governance Officer
Responsible for:	The provision of efficient and effective governance and clerking support for local governing bodies
Working Time	Part time (12 hours per week home based, term time only)

PURPOSE

Provide governance, administrative and minuting support to local governing bodies within Greater Nottingham Education Trust, working with chairs and headteachers, and advising on procedural and legislative matters.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. Advise and support local governing bodies and their committees in relation to procedural and legislative matters
2. Maintain comprehensive and up to date governor records, using the trust's preferred database system
3. Undertake meeting administration including calling meetings, managing attendance and the production and circulation of meeting papers as required
4. Ensure that governing bodies are properly constituted, including managing membership, appointments of new governors and the expiry of terms of office
5. Attend and advise at governing body and committee meetings, including advice in relation to procedural and legal matters
6. Prepare accurate and meaningful minutes of all governing body and committee meetings which meet the needs of the trust, including recording all decisions accurately with timescales for actions
7. Manage a reminder system to ensure that actions arising out of meetings are recorded and completed

8. Advise absent governors of the date of the next meeting
9. Working with the trust governance officer, provide a consistent and co-ordinated governance support service across the trust to ensure effective governance and that school specific governance needs are met
10. Support individual schools in relation to the annual governance cycle, including associated planning and policy review schedules
11. Advise and support governing bodies in relation to their safeguarding obligations
12. Advise in relation to legislative requirements and other guidance in relation to school governance and any changes in the sector
13. Understand and support the trust and its schools' culture, values and ethos
14. Support governors in relation to training and self evaluation.
15. Be familiar with OFSTED guidance and practice as it relates to school governors and keep up to date with current educational developments affecting school governance
16. Undertake training as provided by the trust

School support:

1. Contribute to the overall ethos/work/aims of the trust
2. Be aware of and comply with policies and procedures of the trust and its schools, particularly relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and support difference and equality of access and opportunity
4. Participate in the appraisal process, attending training and other learning/development activities as required.
5. Undertake any such duties as may be required by the Chief Executive Officer of the trust

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Chief Executive Officer of the trust to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description.

Signed: (Employee) Date: