



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Role: Governance Support Administrator

Responsible for: Subject to the direction of the Senior Governance Lead, to work collaboratively with and support Governance Team colleagues with a particular focus on high level Clerking and Governance administration.

Responsible to: Senior Governance Lead.

Purpose of Role

This post is responsible for providing high quality clerking and administrative support. High level administrative experience including minute taking of Executive level groups (or similar) is essential.

We are looking for a flexible, motivated and enthusiastic colleague to join our small and busy Team and to provide proactive and high quality administrative support for the Trust.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

1.	<p><u>Applied Knowledge and Expertise</u></p> <p>Uses high level administrative experience to provide high quality, proactive governance support, including:</p> <ul style="list-style-type: none">• Supporting and clerking a minimum of three Academy Governing Bodies*, (AGBs), a number of Executive Groups* (i.e. CORE Groups, Directors of Schools (AIF), Regional Headteacher Meetings, Secondary Heads Group, Heads Budget Review meetings and Central Team Meetings. Covers for other meetings for Team colleagues as required). <p><i>*Note: a specific portfolio of AGBs and Executive Groups, which may be varied from time to time, will be agreed with the post holder).</i></p> <ul style="list-style-type: none">• To arrange and assist in arranging, attending and preparing agenda/minutes/summary notes for the meetings detailed above in accordance with established Trust standards, guidelines and deadlines. Seeks the approval of Chairs to minutes and distributes via Governor Hub or as required. Maintenance of outstanding actions lists and co-ordination of follow up actions arising from meetings.• Management and development of the Governor Hub database system.• Arranges paper copies of agenda and papers, as required.
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2.	<p><u>Decision Making and Problem Solving</u></p> <ul style="list-style-type: none"> • Provides administrative support to the Governance Team across the whole range of their duties. This includes liaison with and responding to queries from Members, Trustees, Governors, Headteachers, Senior Executive staff and other colleagues across the Trust and preparation of papers, documentation and delegates packs for meetings and training events. • Uses experience of dealings with Trustees, Governors, EMT and other colleagues within the Trust to apply political sensitivity, discretion and strict confidentiality at all times. • Ensures that all allocated regular or scheduled administrative tasks are performed on time and to the standards required. • Organises the Annual Programme of Trustee Visits to Academies, liaising with Trustees and Academy Heads and Chairs to confirm arrangements including the Visit Programme. • Manages and maintains the Team Meetings Planner and related records. • Collates, drafts, maintains and circulates the Annual Calendar of Trust Events. • Maintains records and index of Board and Committee Reports.
3.	<p><u>Resource Management</u></p> <ul style="list-style-type: none"> • To review and maintain records of Board, Committee and AGB membership, terms of office, attendance, nominated Trustee and LINK Governor arrangements etc, including registration of new Governors/Trustees and others, appointment and terms of office of Chairs and Vice-Chairs. Ensures that the up to date schedule of membership is available for all AGB meetings and produces for colleagues (as appropriate and including AGB Clerks) termly reports for each AGB, drawing their attention, in a timely manner, to the need to review/make appointments/address vacancies. • Manages Governor Hub. This includes development and maximum utilisation of the system ensuring an orderly structured and common/standard format filing system, housekeeping, developing and utilising the database and calendar etc, producing termly and other reports from the system as required. Liaising with and responding to enquiries from Schools, Chairs and Governors to ensure and advise on the correct, most efficient and timely use of the system. Ensures the system is up to date, effective and efficient, including development of the Resource facility. This extends to initiation of annual audits of the system, ensuring the integrity of the filing structure, that duplicated and out of date material is removed and that all Board, AGB and related records are correctly archived. • Ensures that practical arrangements are made for meetings, including room bookings and catering. • Drafts and maintains the Annual Calendar of Meetings for the Board, its' Committees, Member Board, AGBs and other key meetings, publishing to colleagues and others at the beginning of each term or as required. This includes consulting on availability for proposed meeting dates and ensuring that all AGBs set their annual Programme of Meetings in a timely manner.

	<ul style="list-style-type: none"> • Supports arrangements for Board and other Strategy Days, meetings and governance related training events, setting of dates, venue, room and accommodation bookings, seating plans, catering, place names, reception of attendees, co-ordination of presentations, arrangement of remote participation (e.g. skype) where required and the preparation and clearing of meeting rooms. • Develops and maintains effective electronic filing/archiving systems for the Governance Team and ensures that all paper records (where these are necessary (e.g. signed minutes, complaints etc.)) are maintained and up to date and available for inspection as needed. • Publishes documents on the Trust website and Governor Hub and ensures that these are synchronized.
4.	<p><u>People Leadership/Development</u></p> <ul style="list-style-type: none"> • As needed, demonstrates own duties to new members of the Governance Team. • Takes responsibility for own personal development, including identifying relevant training courses. • Supports the business in promoting the values of the organisation. • Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture. • Demonstrates a willingness to attend appropriate training and development courses.
5.	<p><u>Influencing and Managing Relationships</u></p> <ul style="list-style-type: none"> • Works collaboratively with a wide range of stakeholders, including the Chairs of Board Committees and AGBs, EMT members, the Senior Governance Lead, Governance Team colleagues, Central MAT colleagues, Headteachers and AGB Clerks. • Effective communications (both verbal and written) with Trustees and Governors and all levels of staff across the Trust. • Ability to work with colleagues in a collaborative and team-focused way and contribute to a positive team climate. • Flexible and able to prioritise workload in order to complete additional tasks given by the Senior Governance Lead at short notice.
<p>The Postholder will from time to time be required to undertake other duties of a commensurate level as reasonably required by the Senior Governance Lead. (Please note: This job description is not, and is not intended to be, a comprehensive description of all the duties involved.)</p>	

May 2019

L.E.A.D Governance Administrator (Executive Support)

This person specification lists the competencies expected of an experienced/fully trained Governance Officer (Committees).

The two right hand columns provide guidance for the appointment. (E= Essential criteria, D=Desirable criteria).

			E	D
1	Skills, knowledge and aptitudes	The L.E.A.D. Governance Administrator (Executive Support) should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> ability to assume full responsibility for both the efficient day to day functioning of the role as well as developing the role further 	E	
		<ul style="list-style-type: none"> excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels 	E	
		<ul style="list-style-type: none"> high level administrative and organisational skills 	E	
		<ul style="list-style-type: none"> able to work as part of a team and contribute towards its success 	E	
		<ul style="list-style-type: none"> record keeping and information retrieval 	E	
		<ul style="list-style-type: none"> experience of effectively organising meetings 	E	
		<ul style="list-style-type: none"> knowledge of Academy Governing Body (AGB) procedures 		D
		<ul style="list-style-type: none"> knowledge of safeguarding best practices and legislation 		D
		<ul style="list-style-type: none"> knowledge of educational legislation, guidance and legal requirements 	E	
		<ul style="list-style-type: none"> knowledge of the respective roles and responsibilities of the AGB, the head teacher, the LA and the DCSF 		D
		<ul style="list-style-type: none"> knowledge of Equal Opportunities, Human Rights and Data Protection legislation 	E	
		<ul style="list-style-type: none"> able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases 	E	
		<ul style="list-style-type: none"> able to work to tight deadlines, managing and prioritising time effectively 	E	
<ul style="list-style-type: none"> self-starter, with and ability to work independently & use own initiative to overcome obstacles 	E			
2	Qualifications and Training	The L.E.A.D. Governance Administrator (Executive Support) should have:		
		<ul style="list-style-type: none"> minimum of A-level or equivalent education 	E	

		<ul style="list-style-type: none"> a relevant further qualification relating to governance, clerking or Committee Administration 		D
		<ul style="list-style-type: none"> DSL training qualification 		D
3	Experience	The L.E.A.D. Governance Administrator (Executive Support) be able to produce evidence of:		
		<ul style="list-style-type: none"> supporting Executive level Groups and Committees and related administration including high level minuting and taking follow-up action in relation to these 	E	
		<ul style="list-style-type: none"> working with senior colleagues in managing Executive Group and Committee related business 	E	
		<ul style="list-style-type: none"> working in an environment where experiences in included taking initiative and self-motivation 	E	
		<ul style="list-style-type: none"> working as a member of a team and/or on own initiative as required 	E	
		<ul style="list-style-type: none"> experience of dealing with confidential information 	E	
4	Personal Attributes	The L.E.A.D. Governance Administrator (Executive Support) should:		
		<ul style="list-style-type: none"> have an openness to learning and change 	E	
		<ul style="list-style-type: none"> have a positive attitude to personal development and training 	E	
		<ul style="list-style-type: none"> be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E	
		<ul style="list-style-type: none"> demonstrate good interpersonal skills 	E	
		<ul style="list-style-type: none"> demonstrate integrity, confidentiality, impartiality and empathy 	E	
5	Special Requirements	The L.E.A.D. Governance Administrator (Executive Support) should:		
		<ul style="list-style-type: none"> be available to be contacted at mutually agreed times 	E	
		<ul style="list-style-type: none"> be able to travel to meetings 	E	
		<ul style="list-style-type: none"> be willing occasionally to attend evening meetings 	E	

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