



The Warriner Multi Academy Trust



Governance Professional

Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Director of HR & Governance
Grade	Grade 8 – 9 Points 18-26 Dependent on experience
Salary	Grade 8 £31,537-£34,434 Grade 9 £34,434 - £37,280
Hours /Weeks	15hrs per week Term Time Only

General information:

Job Purpose: To provide advice on governance, constitutional and procedural matters and administration support to Governing Boards within the Warriner Multi Academy Trust to ensure they are meeting statutory requirements and supporting effective governance.

Additional Notes: Work from home with weekly meetings at TWS Business Centre. Evening governor meetings are held remotely via Teams or in person at the relevant school. Hours to be managed flexibly across the term and week to allow management of evening meeting schedule



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Main duties and responsibilities

Key Responsibilities

1. Provide advice to the Governing Board

- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governors
- Inform the governing board of any changes to its responsibilities as a result of changes in the Trust Scheme of Delegation or changes in the relevant legislation
- Offer advice on best practice in governance
- Support Chair to ensure agenda is achieved e.g., decision taken, policy approved, report agreed

2. Effective administration of Governing Board meetings

- Liaise with the Governance Director to prepare draft agendas based on the Trust Academy Committee schedule of business and agree with Chair of Governors and Headteacher
- Ensure meetings are correctly established including quorum
- Record attendance and absence
- Take minutes meeting statutory requirements including highlighting Governor challenge, decisions made and agreed actions
- Produce draft minutes within three working days of meeting, send to Chair to agree, before issuing to full committee and Governance Director within ten working days of meeting
- Follow up agreed action points with those responsible to ensure progression
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner



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- Manage governor records in accordance with statutory and trust requirements through Governor Hub.

3. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments, the Warriner Multi Academy Trust structure and constitution documents and legislation affecting school governance
- work towards achieving Level 3 qualification in clerking of school and academy governing boards within two years of commencing employment
- Participate in regular performance management

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).