



JOB DESCRIPTION

Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Across any of the Academies within the Watergrove Trust
Job Title:	Governance Professional
Hours:	988 hrs per annum - annualised hours This is based on 26 hours per week over 38 school weeks, flexible hours, hybrid working
Grade:	Grade 7, points 23 - 25 - Actual £20,220 - £21,352 (FTE £33,366 - £35,235)
Accountable to:	Chair of Trustees
Accountable for:	Governance Clerks
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.• A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To contribute to the efficient functioning of the board by providing:

- administrative and organisational support for the Board of Trustees, Sub Committees and Local Governing Committees (LGCs)
- guidance to ensure the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences of non-compliance
- independent advice on procedural matters relating to operation of the board, drawing upon support from the CST, The Key and Trust solicitors as necessary
- Production of key data for governance, using technology to automate this as much as possible

Principal Duties

- Provide expert, current, and comprehensive counsel to the Trust Board, Chief Executive Officer (CEO), leadership, staff, and volunteers on all governance matters.
- Advise the Trust on all statutory governance requirements, as outlined in the Academy Trust Handbook. Advise on the Memorandum and Articles of Association, and the Scheme of Delegation.
- Support the Trust in fulfilling Watergrove's mission to 'Provide More'.
- Maintain cloud based statutory company records and registers and a secure, confidential system for essential governance documents, including those referenced above.
- As the Trust's Company Secretary under the Companies Act 2006, ensure compliance with Company and Charity Law, including the effective handling of the Whistleblowing Policy and Procedures across the Trust.
- Ensure the information held at Companies House is accurate and updated in a timely manner.
- Ensure information held online is accurate (Trust / School websites, Get information about Schools, DfE sign in).
- Direct a team of Clerks for the Local Governing Committees (LGCs), defining roles and objectives, managing performance, and facilitating ongoing professional development to ensure Trust-wide consistency.
- Lead the creation of LGC agendas throughout the Trust, adding standing items and liaising with Chairs and Headteachers to include school matters.
- Support the Trust Board Chair and CEO in developing meeting agendas that enable the Trust Board to hold the Executive Team accountable for continuous educational and operational improvement, and the effective implementation of the Trust's Strategic Plan.



- Actively participate in all full Trust Board and Trust-wide Committee meetings, providing confident advice on routine business, contentious issues, and challenging circumstances.
- Communicate Trust Board and Trust Committee decisions, ensuring that assigned actions are managed appropriately, completed on schedule, and reported back as required.
- Ensure that the Trust acts promptly to comply with regulatory changes, that these are implemented in a timely manner, and documented in the Trust Board minutes.
- Organise external reviews of Governance at the Board and Local Governing Body levels as necessary.
- Responsible for ensuring that an Annual Meeting is held in accordance with the requirements of the Multi-Academy Trust's Articles of Association
- Complaints Coordinator for complaints about the Trust, providing advice to staff and governors, and reporting on complaints to the Trust Board.
- Support HR to arrange disciplinary hearings, interviews, and appeal committees as and when required by the Trust Board.
- Responsible for effective communication between the LGCs, support for the Chair of the LGC, the Clerk and the Headteacher and effective liaison with the Trust Board.
- Contribute to LGC meetings as required to provide direction and advice, overseeing compliance of the LGC.
- Ensure all LGCs, supported by their Clerks, use the Governor drive effectively and that information on it complies with our Trust-wide Data Protection Policy.
- Monitor election and appointment processes for Elected Parent Governors in our LGCs.

Responsible for determining and implementing the following core deliverables

- an annual schedule of business for the Trust Board to ensure comprehensive coverage of all requirements.
- Provision of effective clerking support to Local Governing Bodies (LGCs) to provide volunteers with expert advice and guidance.
- Delivery of regular briefings and training sessions for LGC Clerks.
- Provision of targeted support to Chairs of Governors to enable effective leadership of their LGCs.
- Development of protocols for information sharing for Trust Board and LGC meetings.
- Preparation and timely submission of high-quality, professional papers to the Trust Board and LGCs.
- Production of high-quality minutes for all Trust Board meetings and associated Committees, including LGCs.
- Establishment of an annual cycle of meetings for the Trust Board and its Committees, including LGCs.



- Trust Board and LGB induction training and ongoing plan for CPD
- Up to date Succession Plans for the Trust Board and LGBs
- Regular briefings to Trustees and the Executive Team on relevant statutory and legislative changes
- Development and implementation of an ongoing annual communication plan for the Trust Board.
- Conducting knowledge and skills reviews for the Board and LGCs to inform recruitment, training, and the annual review of the Trust Board.

Data

- Provide high-quality data to the Trust Board to provide assurance on the performance of the Trust.
- Harness the power of AI to produce this data in the most effective and time efficient manner.

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively with colleagues to ensure the Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.



a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

Watergrove Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Trust Governance Professional
Section :	Associate Staff	Grade:	Grade 7

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Level 5 qualification in Business and Administration Management, or equivalent	E	AF, I
A minimum of 5 GCSEs (or equivalent) including a grade C in Maths and English	E	AF, I
Commitment to ongoing professional development	E	AF, I
Skills and Experience		
Full computer literacy with experience of using MIS software.	E	AF, I
Experience of administrative systems and procedures.	E	AF, I
Handling of sensitive and confidential information with discretion and diplomacy.	E	AF, I
Experience of writing agendas and accurate concise minutes.	D	AF, I
Good listening, oral and literacy skills	E	AF, I
Experience of proof-reading documents for accuracy.	E	AF, I
Have good record keeping and information retrieval skills.	E	AF, I
Experience of working on own initiative.	E	AF, I
Effective written and verbal communication skills.	E	AF, I



Experience of developing new or improved administrative processes.	D	AF, I
Experience of working in a regulated sector and/or charitable trust.	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Knowledge of Equal Opportunities and Human Rights Legislation.	D	AF, I
Knowledge of Data Protection Legislation.	D	AF, I
Ability to remain impartial.	E	AF, I
Knowledge of educational legislation, guidance and legal requirements.	D	AF, I
Knowledge of the respective roles and responsibilities within educational governance.	D	AF, I
Understanding of the purpose, value and principles of governance.	D	AF, I
Ability to prioritise work to meet tight deadlines.	E	AF, I
Ability to develop and maintain effective and supportive relationships with colleagues.	E	AF, I
Ability to effectively engage with virtual meetings, as required.	E	AF, I
Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines.	E	AF, I
The capacity to remain calm and to cope with the unexpected	E	AF, I
Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences.	E	AF, I
Ability to compose letters with fluency.	E	AF, I
Ability to work on own initiative and be decisive.	E	AF, I
Have a thorough understanding of the duties of a Governance Professional within the education sector.	D	AF, I
Knowledge and experience of whole school procedures, organisation and structure.	D	AF, I
Special Working Conditions		
Flexible approach to work including the ability to work some evenings.	E	AF, I
Commitment to maintaining confidentiality.	E	AF, I
Willingness to actively participate in training and development.	E	AF, I
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.	E	AF, I
Be able to travel to meetings	E	AF, I
Be available to be contacted at mutually agreed times.	E	AF, I



