

Job Description

Post:	Governance Officer
Pay scale:	Grade 6 scp 19-24
Responsible to:	Governance Manager
Main Location:	STOC Head Office

Key Responsibilities

- To provide high-quality clerking, administrative and advisory support to Local Governing Boards and governance panels, ensuring governance operates efficiently, lawfully and in line with Trust procedures and sector best practice.

Main Duties

Clerking Local Governing Boards and Panels

- Clerk Local Governing Boards and exclusion panels.
- Track and follow-up actions arising from governance meetings, ensuring timely completion and reporting to relevant stakeholders.
- Prepare agendas, convene meetings and circulate papers.
- Produce accurate minutes and action logs.
- Ensure meetings are quorate, inclusive and compliant.
- Provide procedural and constitutional advice.
- Lead on stakeholder engagement at a local level building our governance community.

Governance Recruitment

- Coordinate recruitment, appointment and selection of governors.
- Maintain oversight of vacancies, terms of office and eligibility.
- Support succession planning and board composition reviews.
- Coordinate induction for new governors.

Governance Records and Administration

- Maintain accurate governance records and statutory registers.
- Manage registers of interests, attendance, and DBS checks (where appropriate).
- Maintain signed minutes and governance documentation.
- Manage governance portals and record systems.
- Support administration across the organisation, including but not limited to policies, internal audits and headteacher recruitment processes.
- Oversee the governance workplan and calendars for all tiers of the governance structure.

Governance Website Compliance

- Maintain governance information on Trust and school websites.
- Ensure compliance with statutory publication requirements.
- Liaise with schools and Trust teams to ensure accuracy.

Panels and Hearings

- Clerk panels and hearings as required.
- Support procedural compliance and record keeping.

Training and Development Support

- Support governor induction and training coordination.
- Maintain CPD and training records.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with, all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

- The role will be a mix of working on site at our primary schools initially, and at Trust Headquarters. A valid driving license and access to a vehicle is necessary to fulfil this role.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C

NGA Level 3 Clerking qualification (or willingness to obtain)	Desirable	A/I/C
Knowledge & Experience		
Knowledge of board procedures and clerking practice	Essential	A/I
Prior experience in governance across the education sector	Desirable	A/I
Excellent administration skills, including minute taking and assembling agenda packs	Essential	A/I
Understanding of school governance and statutory requirements	Desirable	A/I
Working knowledge of statutory guidance and procedural requirements relating to school exclusions, appropriate to a clerking role	Desirable	A/I
Technical Skills & Ability		
Strong organisation and time management skills	Essential	A/I
Excellent written and verbal communication skills; able to communicate effectively with a range of stakeholder including governors, trustees and school leaders	Essential	A/I
Excellent minute-taking skills	Essential	A/I
Strong IT skills, competent in the use of Microsoft Office, and record management skills	Essential	A/I
Ability to provide clear procedural advice	Desirable	A/I
Confidence to advise and challenge appropriately	Essential	A/I
Special working conditions		
Willingness and ability to work at different sites	Essential	I
Full driving license and access to own car with business insurance	Essential	A/I/C
Availability for meetings outside core business hours	Essential	I
Personal characteristics		
Flexible and dedicated approach to work	Essential	A/I/R
Integrity, confidentiality and professionalism	Essential	A/I/R
Calm and resilient under pressure	Essential	A/I/R

Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R

