

## Job Description + Person Specification for Governance and Compliance Manager: HLT Central Team

|                                |                                                                                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>              | Governance & Compliance Manager                                                                                                                                                  |
| <b>Contract Information:</b>   | All Year Round, Permanent, 36.25 hours per week, ( <i>Consideration of TTO plus weeks if this flexibility is required</i> )                                                      |
| <b>Responsible to:</b>         | Chief Operating Officer                                                                                                                                                          |
| <b>Responsible for:</b>        | Administrators / Clerks to LGBs                                                                                                                                                  |
| <b>Terms &amp; Conditions:</b> | NJC, Support Staff Terms and Conditions                                                                                                                                          |
| <b>Salary Range:</b>           | NJC Scale Point Range 32-36<br>FTE Equivalent £42,839 to £47,181 (pending NJC pay award)                                                                                         |
| <b>Other:</b>                  | 3 months' notice period<br>Based at the Trust Office with travel to sites for meetings.<br>To attend Board meetings virtually and in person in the evening as and when required. |

### Hollingworth Learning Trust Background & Vision:

Our trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

All staff employed in our Trust are required to uphold the ethos of People First, Academies Second, Trust Third and should be able to demonstrate our values, which is that they are; Ambitious, Positive, Resilient, Reflective and Principled.

### Organisational Chart:

|                                 |
|---------------------------------|
| COO / Chair of Trustees         |
| Governance & Compliance Manager |
| Administration / Clerks to LGBs |

### Purpose of the Job:

The Governance and Compliance Manager will be an experienced manager and aspiring leader, who is able to develop and articulate the vision, values and ethos for Hollingworth Learning Trust and who will inspire and empower others to share in achieving it. Ensuring the Trust operates within statutory governance, and communication between governance and the rest of the trust is clear and concise. They will also ensure that the trust remains compliant in all mandatory areas.



## Principal Accountabilities:

### Governance:

- To be the [Lead Governance Professional](#).
- Ensure governance across the trust is in line with all statutory guidance.
- Act as the official Clerk to the Trust Board and its committees, ensuring meetings are effectively organised, agendas are strategically aligned, and accurate minutes are produced.
- Provide independent advice to Trustees and Local Governors on constitutional matters, duties, and powers.
- Maintain the Trust's governance portal, tracking membership, terms of office, vacancies, training and skills gaps.
- Manage the recruitment, induction, and ongoing training program for Trustees and Local Governors.
- Lead on all central panels, hearings and appeals.
- Manage the Risk Register for Trustees and monitor academies performance.
- Ensure compliance with the Academy Trust Handbook, Articles of Association, Funding Agreements, and charity/company law.

### Compliance:

- To be influential in the development of the Trust-wide Compliance Strategy by leading, managing, developing and promoting this function within the Trust, ensuring adherence to regulatory framework and best practice.
- Preparation of compliance reporting to inform Academy leaders, Trust leaders and Trust Board.
- Development of improved and consistent compliance to inform decision making across the Trust.
- To design the trust audit schedule and to complete annual audits within your specific areas of responsibility, at each Academy.
- To be responsible for the website compliance checks/reports/actions required of all Trust and Academy websites.
- Oversee the formal compilation, review, and distribution of all Trust-wide statutory policies, ensuring they are updated in line with changing legislation. This will also include the policy schedule.
- Manage statutory filings with all external agencies, including: Companies House, the Charity Commission, and the Get Information About Schools (GIAS) service.
- Co-ordinate and maintain the Trust Risk Register, ensuring it is regularly reviewed by the Audit & Risk Committee.
- Support the Trust's safeguarding lead/HR by ensuring that Single Central Records (SCR) across all academies are regularly audited and fully compliant.

### Problem Solving:

- Health check LGBs and advise on statutory agenda items.
- Track new technologies and systems which would increase efficiencies across the trust and allow for sustainable growth of the trust.
- Benchmark all areas of service and support the COO in these areas for trust improvement and growth.



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POSITIVE



RESILIENT



REFLECTIVE



PRINCIPLED

**Know how:**

- Advise all Trust on governance, constitutional and procedural matters.
- Set the Trust Board meeting cycle and agenda planning.
- To advise the Trust on best practice for policies and coordinate the periodic review of all Trust and school policies and ensure any required policies are implemented.
- Clerk LGBs when required.

**General Responsibilities for all staff:**

- The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.
- The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.
- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

**Information for all applicants / postholders:**

*Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.*

*The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.*

*We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion*



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## Person Specification

The key for our method of assessment is:

Application form = A

Certificates = C

References = R

Interview Process = I

| Professional Qualifications / Training                                                                                                                                                                                                                                                                                                                                                                                                                                             | Method of Assessment |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Essential</b> <ul style="list-style-type: none"> <li>Willingness to develop new skills and participate in continuous professional development.</li> <li>Level 3 Certificate in the Clerking of School and Academy Governing Boards. <i>(If you do not have this qualification, it is a requirement that you complete and pass this within the first two years of employment).</i></li> <li>Educated to degree level or equivalent relevant knowledge and experience.</li> </ul> | C/A<br>C/A<br>A/I/C  |
| <b>Desirable</b> <ul style="list-style-type: none"> <li>Level 4 Certificate in Academy Governance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | C/A                  |

| Skills, Abilities and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Method of Assessment                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Essential</b> <ul style="list-style-type: none"> <li>Good knowledge of academy trust governance.</li> <li>Good understanding of governance law, structures and procedures.</li> <li>Able to provide effective and inspirational leadership that inspires confidence and motivates teams.</li> <li>Able to prioritise and organise the demands of being part of a central service and within a school setting, ensuring the ability to delegate effectively.</li> <li>Leading, managing and motivating a team of staff and delegating effectively</li> <li>Experience of producing high quality minutes and reports.</li> <li>Comprehensive and current knowledge of key legislation and processes, within trust governance management.</li> <li>Experience of working in a fast paced environment.</li> <li>A solution focused approach to work.</li> <li>Skills and Experience of using ICT solutions to support efficiencies across your role.</li> </ul> | A, R & I for all within this section |
| <b>Desirable</b> <ul style="list-style-type: none"> <li>Experience of working within a school/trust based environment.</li> <li>Experience of acting as Company Secretary or equivalent statutory compliance role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Trust.**

|        |              |      |
|--------|--------------|------|
| Signed | Postholder   | Date |
| Signed | Line Manager | Date |

