



**Job Title:** Governance and Compliance Officer  
**Term:** **Role 1:** 37 hours per week (Term Time Only)  
**Role 2:** 20 hours per week (Term Time Only)  
**Duration:** Permanent  
**Salary:** SCP 19-23 (£27,852 - £30,151) Pro Rata  
**Role 1:** 37 Hours per week TTO £23,235 - £25,153  
**Role 2:** 20 Hours per week TTO £12,558 - £13,595  
**Start Date:** 1 September 2023  
**Closing Date:** Friday, 31 March 2023

### **Summary**

Enhance Academy Trust are seeking to appoint a highly organised and self-motivated individual, with the enthusiasm and drive to help deliver strong and effective governance practices. The Governance and Compliance Officer will be an integral part of our friendly and dynamic team.

As a Trust, we are passionate about making a difference to the lives of children. We are committed to our children and we strive for exceptional educational provision in all of our academies across Wakefield and Kirklees. Our academies need highly skilled and dedicated people who are fully committed to improving the life chances of the children in their care. Every member of our staff has an important and valuable role to play in achieving this.

Our Local Governing Boards meet mainly in the evening and all meeting dates are scheduled at the start of the academic year. The successful candidate will be efficient, an excellent communicator and maintain a high level of confidentiality, at all times. The role requires excellent attention to detail, high standards of communication with a strong administrative foundation and experience of supporting meetings.

Key duties include but are not limited to:

- Providing a professional clerking service to our Local Governing Boards
- Providing advice and guidance on governance and compliance matters
- Administration and record keeping
- Organising meetings, hearings and appeals
- Maintaining relationships and communications
- Ensuring compliance

Enhance Academy Trust comprises of 14 schools located across Wakefield and Kirklees.

For further details or a discussion about the role please contact Andy Hoole – Governance Compliance and Communications Manager – [andy.hoole@enhanceacad.org.uk](mailto:andy.hoole@enhanceacad.org.uk)

For more information about Enhance Academy Trust and our academies please look at our website [www.enhanceacad.org.uk](http://www.enhanceacad.org.uk)

Please return completed application forms to the above email address. Please indicate the role you are applying for.

Enhance Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. *All job offers are subject to pre-employment checks that will include health assessment, references, confirmation of the right to work in the UK and Disclosure and Barring Service clearance.*

## **Job Description**

The Governance and Compliance Officer will have a comprehensive understanding of school governance and possess strong administrative and interpersonal skills. The postholder will undertake clerking for Local Governing Board meetings as well as providing high quality governance administrative support and advice. As a member of the Central Team, the post holder will ensure efficient and effective support to academies within the Trust and will work closely with the Governance, Compliance and Communications Manager to achieve the Trust's strategic objectives.

The post holder will be required to work with schools across the Trust. The majority of Local Governing Board meetings are held in the late afternoon and evenings, therefore the ability to attend evening meetings is essential.

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key stakeholders both internal and external, and therefore discretion and diplomacy will be required. This key role will require the post holder to possess effective organisational and management skills in order to provide a high level of pro-active support any other additional projects as required.

**Reporting to:** The Governance, Compliance and Communications Manager  
**Accountable to:** CEO, Trustees and Chairs of Governors of the Local Governing Boards

## **Main duties and responsibilities:**

Working self-sufficiently, diligently and pro-actively, the post holder will have the following key responsibilities:

### **General**

- Develop a comprehensive and dynamic understanding of the Trust's aims and objectives and proactively assist the Governance and Compliance Manager in achieving these.
- Provide a high standard of service and confidential governance administrative support to the Trust including clerking for a number of Local Governing Boards
- Keep up to date with current educational development and legislation affecting academy governance.
- Maintain up to date records of the names, addresses and category of governors and their terms of office.
- Inform Headteachers, Local Governing Boards and the Governance and Compliance Manager of any changes to the membership.
- Advise governors and appointing bodies in advance of the expiry of a term of office, so that elections or appointments can be organised in a timely manner.
- Support recruitment of Trust-appointed governors and support academies in recruitment of parent and staff governors.
- Ensure that an up to date register of governors' business interests is maintained.
- Ensure that up to date governance information is published on websites for each academy and the Trust and on Get information about schools.
- Ensure new governors have access to appropriate documents and induction sessions.
- Maintain a record of training undertaken by governors.
- Ensure a Disclosure and Barring Service (DBS) check has been carried out on any governor before appointment and at the point of renewal.
- Ensure all governors have access to the secure, online governance area and ensure it is kept up to date.
- Advise on the annual calendar of Local Governing Board meetings and tasks.
- Support the Governance and Compliance Manager in communication with Local Governing Boards through Trust updates and briefing meetings.

### **Clerking**

- Provide an effective clerking service, including working with Headteachers and Chairs on setting agendas, minute taking and maintaining records, for a number of Local Governing Boards and as required.
- Provide procedural and legal advice to Local Governing Boards during the meeting.




### **Compliance**

- Be responsible for monitoring and ensuring compliance in a number of areas, e.g. scheme of delegation, websites and policies.

### **Other**

- Support the Governance and Compliance Manager in carrying out Governance Reviews and Skills Audits.
- Undertake a variety of projects, involving internal and external research on good governance practice.
- Clerk any statutory appeal committees/panels the Local Governing Board is required to convene.

Other duties as required supporting the Trust, commensurate with the nature and level of the post. The post-holder is line managed by the Governance, Compliance and Communications Manager and accountable to Enhance Academy Trust Trustees and Chairs of each of the Local Governing Boards.



## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in administration, including producing high quality agendas and taking minutes.</li> <li>• Experience working to deadlines and prioritising work.</li> <li>• Literacy and numeracy skills to GCSE A-C or equivalent</li> <li>• Confidence using the Microsoft Office suite, including Outlook, Word, Excel and Teams.</li> <li>• Experience forming positive professional relationships with a variety of stakeholders</li> <li>• Understanding the role of a school governor.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience, or training as a Clerk or Governor in a school environment or similar role.</li> <li>• Knowledge for the education sector and relevant governance statutory requirements.</li> <li>• Knowledge of the role of the academy trust and the Department for Education.</li> <li>• Understanding of the UK Data Protection Regulations.</li> <li>• Confidence using MS OneDrive.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• A clear and professional communicator</li> <li>• The ability to act with impartiality and discretion at all times</li> <li>• The ability to respectfully challenge behaviours or decisions which do not support Trust values or correct procedures</li> <li>• The ability to seek out own learning and ask for support where necessary</li> <li>• A commitment to personal learning and adaptability to change</li> <li>• Competence at organising their time and working deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with volunteers or the public, and adapting communication style to suit these different stakeholders.</li> <li>• Experience and confidence in delivering training to peers.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Maintain integrity and impartiality in the workplace</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have initiative and self-motivation</li> <li>• Be invested in the success of the Trust and demonstrate commitment to being part of a successful team</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Able to work at time convenient to the Local Governing Boards, including evening meetings</li> <li>• Able to travel to meetings across Trust's geographical area</li> <li>• Available to be contacted at mutually agreed times</li> </ul>	