

**Stand out schools at the heart
of their communities.**



Love Learning, **Love** Life

Recruitment Pack: Governance Assistant



Welcome from Embark Federation

Dear Applicant,

Firstly, thank you for showing an interest in this exciting and important role at Embark Federation. This position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time as our Trust continues to grow.

We are a trust that is strongly guided by our core beliefs: Family, Integrity, Teamwork and Success, we want our team to go beyond 'being an expert in what they do' and strive to embed our beliefs in every interaction, decision and action.

We are eager to appoint a person with a passion and commitment to provide professional governance services within our Trust. The post holder will work as part of the central governance team and, as an enthusiastic and organised individual, will provide administrative support, advice and guidance to local governing teams on governance, constitutional and procedural matters. The role will encompass the provision of professional clerking services to some of our school Local Governing Teams as well as supporting governance administration duties across the whole Trust.

It is an exciting time for us. I am very proud of the organisational culture we have created together. We place a huge emphasis on being a great place to work and if you want to join us on the next stage of our journey, we would love to hear from you.

Yours Sincerely

A handwritten signature in black ink that reads 'M. Crawford'.

Matthew Crawford
Trust Leader

The advertisement

Job Title: Governance Assistant

Location: Hybrid working

Salary: Grade 5 £23,114 – £23,500

Start Date: 1st September 2024

Contract: Equivalent of 18 hours per week across 52 weeks of the year (worked flexibly across the term, to include evening work)

We are an expanding Multi Academy Trust that currently includes 17 primary schools and 4 secondary schools throughout Derbyshire.

Due to the expansion of our Central Team, we are looking to recruit a Governance Assistant to work as part of the Governance Team. The team is responsible for delivering high standards of effective governance across the Trust and providing professional governance services to our Members, Trustees and Local Governing Teams.

The successful candidate will report to the Head of Office at Embark Federation, working centrally to provide professional clerking services to a number of the Local Governing Teams within the Trust and support the governance administration function. Experience of supporting and driving effective governance and a knowledge of local governing team procedures is required for this role.

Benefits include:

The successful candidate will be supported by the Trust in their own professional development, and this will include the opportunity to undertake professional governance qualifications or related apprenticeship opportunities.

For further information, please contact Laura Baddiley on 01332 477722 or via email l.baddiley@embarkfed.org.uk or visit our website at www.embarkfederation.com. Please use the relevant application form, CVs alone will not be accepted.

Person specification

Job Description: Governance Assistant

Embark Federation

Purpose
<ul style="list-style-type: none">• To support effective governance by providing and maintaining an effective clerking support service to the Local Governing Teams across Embark Federation schools• To provide advice to the Local Governing Teams on governance, constitutional and procedural matters.• To provide effective administrative and organisational support• To manage the information effectively in accordance with legal requirements• To secure the continuity of Local Governing Team business and observe confidentiality requirements• To work with the Head of Office and central governance team to support in ensuring effective governance practices throughout the Trust

- The Governance Assistant will provide professional governance support to some of the Local Governing Teams within the Trust, working effectively with Chairs of Governors, Headteachers and Governors to ensure that governors fulfil their roles and responsibilities in relation to the Trust's overarching governance arrangements, Trust's Scheme of Delegation and Articles of Association.

Reporting to:

Head of Office – Embark Federation

Working time:

Equivalent of 18 hours per week across 52 weeks of the year (worked flexibly across the term, to include evening work)

Salary / Grade:

Grade 5 £23,114 – £23,500

PRINCIPLE RESPONSIBILITIES

The Governance Assistant will:

1. Provide advice and guidance in relation to central governance administrative functions and to local governing teams:
 - Advise the named Local Governing Teams on Trust Governance practice, governance legislation and procedural matters where necessary before, during and after meetings
 - Support the Local Governing Team in the scheduling of meetings in line with the guidance issued by the Trust
 - Inform the Local Governing Teams of any changes to its responsibilities as a result of a change in MAT procedures, scheme of delegation or legislation
 - Offer advice on best practice in local governance, including on statutory obligations and self-evaluation, retention and recruitment and governor CPD/training
 - Support governor induction and contribute to the induction of governors taking on new roles, in particular chair of Local Governing Team and link roles
 - Seek timely and appropriate legal and governance advice and guidance, through the Head of Office and other sources, as required
 - Provide support to schools on matters of compliance such as Get Information About Schools governance data and website statutory requirements through ongoing reviews and checks
2. Effective administration of meetings:
 - With the chair and headteacher, prepare a focused agenda for the governing team meetings in line with Trust requirements
 - Update and maintain GovernorHub and support governors in accessing resources
 - Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association
 - Monitor and plan to ensure meetings are quorate and that governors operate within the remit of the Scheme of Delegation and Terms of Reference
 - Ensure meetings are quorate. Record the attendance of governors at meetings and take appropriate action in relation to absences, including advising the absent governors of the date of the next meeting
 - Ensure timely drafting of minutes, updating of action log and ensure drafts sent to the Chair and Headteacher
 - Ensure that confidential items are minuted appropriately and that minutes reflect this
 - Ensure timely circulation of reviewed draft minutes to all governors, the headteacher and other relevant parties
 - Follow-up any agreed action points with those responsible and inform the chair of progress
3. Membership
 - Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills mix
 - Support open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner

- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain governor information about governors such as attendance logs and pecuniary interests ensuring governance data is provided to the school business manager to allow publishing and statutory requirements to be met
- Maintain governor meeting attendance records, advise the chair of potential disqualification through lack of attendance
- Advise the local governor team on succession planning

4. Manage information

- Maintain up to date governance records including names, addresses and category of governor and their term of office, and inform the local governing team, Governance Officer, School Business Manager and any relevant parties of any changes to membership
- Maintain and ensure safe storage and retention of governor documents including copies of training certificates, CPD evidence, compliance and statutory forms, committee and meeting packs, link monitoring and visit reports
- Maintain a secure record of signed minutes of meetings and ensure copies are logged on GovernorHub and sent to relevant bodies on request
- Maintain records of local governing team correspondence and ensure action is taken with regards to governance correspondence
- Maintain governor training and compliance logs

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, governors, school business managers and executive leaders
- Contribute to the coordination and delivery of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- Undertake appropriate and regular training to maintain own knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance reviews

7. Additional services

- The clerk may be asked to undertake the following additional duties:
 - Assist with the elections of parent and staff governors
 - Perform such other tasks as may be determined by the Trust from time to time

Other Generic Responsibilities:

- Represent and promote the ethos and values of Embark Federation
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the Trust e.g. Child Protection, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the Trust
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of Office to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Governance Assistant

Embark Federation

QUALIFICATIONS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • General Education to GCSE including English and Maths • Be able to demonstrate a willingness to attend appropriate training and development • Experience of providing clerking services and producing minutes • Experience of dealing with complex and sensitive issues in a confidential matter
Desirable	<ul style="list-style-type: none"> • Professional Clerking Qualification • Experience of providing clerking services within an educational setting

KNOWLEDGE AND ABILITIES

Essential	<ul style="list-style-type: none"> • Knowledge of effective governance practice and local governing team procedures • A level of personal sensitivity and professional skills is essential in your dealings with Governors, parents, teaching staff, support staff, colleagues and in all other contacts • High level computer literacy • Attention to detail and accuracy • Excellent organisational and planning skills • Ability to prioritise workload and experience of meeting deadlines • Confidentiality, tact and discretion combined with a calm personality and sound judgement. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Embraces change well and will have a can do approach to tasks • Deal with difficult situations well regulating self and supporting others.
Desirable	<ul style="list-style-type: none"> • Knowledge of educational legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of the governance roles within a Multi Academy Trust • Knowledge of school/Trust governance related legislation and procedures • Ability to build and maintain effective/professional working relationships across the school and with external stakeholders of the school

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of Office to reflect or anticipate changes in the job commensurate with the grade and job title.

What benefits can you expect:

At Embark we pride ourselves on being a great place to work. Here is a snapshot of what you can expect:

- The salary will be decided based on experience in line with national guidance
- Annual leave entitlement

- Access to the pension scheme. In addition to employee contributions, Embark offers flexibility in contribution to the pension fund. Also, an employee will be entitled to a death in service benefit
- A comprehensive and evolving wellbeing offer
- Access to Cycle to Work Scheme and Lease Car Scheme. This allows you to sacrifice part of your salary making savings on all inclusive packages
- Commitment to Individual Development Personal growth is a key component to the success of Embark. We will invest in your learning and development opportunities
- Flexible working. We want all staff to feel able to work flexibly as we know this to be beneficial for individual and organisational wellbeing, morale, efficiency and productivity. We believe this is a key cornerstone of being a great place to work.
- Family Friendly Policy's – which includes maternity, paternity, adoption and primary carer pay.

Application Process and Timeline

We are committed to a recruitment process that gives you and us the opportunity to assess if this is the right role for you.

1. The role will be advertised by 10th July 2024.
2. The advert will close on 31st July 12pm
3. An assessment day will be held week commencing 5th August

For further information, please contact Laura Baddiley on 01332 477722 or via email l.baddiley@embarkfed.org.uk or visit our website at www.embarkfederation.com. Please use the relevant application form, CVs alone will not be accepted.

After the closing date, a panel will review applications to shortlist candidates based on how well their skills and experience align with the criteria in the Person Specification. Selection for the assessment day will be solely based on your application form. Following the assessment day, you will be notified if you are advancing to the interview stage. Therefore, it is crucial to thoroughly read the Job Description and Person Specification before completing your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements, i.e. current photocard driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address, i.e. utility bill, financial statement etc
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government Website at www.gov.uk ([DBS ID checking guidelines - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checking-guidelines))

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with GDPR guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.