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**Governance and Compliance Officer**

**Candidate information Pack – April 2021**

**Closing date: Noon on Friday, 14th May 2021**

**Interview date: Wednesday, 19th May 2021**

**Welcome to Bradford Diocesan Academies Trust**

*Dear candidate*

*Thank you for taking your time to download our application pack and expressing your interest in the Governance and Compliance Officer at Bradford Diocesan Academies Trust (BDAT).*

*This pack has been developed to provide you a summary of all the information you need to consider when applying for a job within BDAT.*

*Within the pack you will find a job description, a person spec, a brief summary on the Trust and details of how to apply for this post should you choose to make an application.*

*You can of course find further information about us:*

* *on our website at* [*www.bdat-academies.org*](http://www.bdat-academies.org)*,*
* *on twitter at #wearebdat*
* *or by contacting us direct at* [*info@bdat-academies.org.uk*](mailto:info@bdat-academies.org.uk)
* *or calling 01274 909 120.*

*We wish you every success with your application and we look forward to meeting you in the near future.*



**Carol Dewhurst**

CEO BDAT

**Governance and Compliance Officer**

**Job Description**

**Summary**

The Governance and Compliance Officer will have a good understanding of school and academy governance and strong administrative and people skills. The post holder will work closely with the Head of Corporate Governance and Compliance to achieve strategic objectives and will undertake clerking and provide high quality governance administrative and project support. The post holder will contribute as a member of the Central Team to ensure efficient and effective business support to a number of academies within the Trust

The post holder will be required to work with Academies within the Trust and will be expected to regularly travel to Academies within the Trust. The majority of governing body meetings are held in the late afternoon and evenings, therefore the ability to attend evening meetings is essential. Hours of work will not regularly exceed 16 hours per week during school term times.

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.

A nationally recognised training package will be provided.

**Reporting to** The Head of Corporate Governance and Compliance

**Accountable to** The Trustees of BDAT and Chairs of the LGB’s

**Duration of Post** Permanent

**Work Commitment** Term Time only

**Salary** SCP 13 – 28 (£22,627 – £32,234)

Pro rata for 38 weeks: £9,711 p.a. – £12,155 p.a.

**Start date:** 1 September 2021

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 Team in achieving these.
* Provide a high standard of service and confidential governance administrative support to the Trust including clerking for a number of governing bodies (see below)
* 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/trustees and their terms of office.
* Inform principals, local governing bodies (or similar), the Board and any relevant organisations (e.g. Companies House, DfE, Diocese, LA) of any changes to the membership.
* Advise governors/trustees 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’ and Trustees’ 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 and trustees have access to appropriate documents and induction sessions.
* Maintain a record of training undertaken by governors and trustees.
* Ensure a Disclosure and Barring Service (DBS) check has been carried out on any governor/trustee when it is appropriate to do so
* Ensure all governors and trustees have access to the secure, online governance area and ensure it is kept up to date.
* Advise on the annual calendar of local governance meetings and tasks.
* Support the Governance Team in communication with local governing bodies (or similar) through termly governance newsletters and Trust updates for local meetings.

**Clerking**

* Provide an effective clerking service, including setting agendas, minute taking and maintaining records, for a number of local governing bodies and as required.
* Provide procedural and legal advice to local governing bodies.

**Compliance**

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

**Other**

* Support the Governance Team 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 governing body is required to convene
* Other duties as required supporting the Governance Team and Trust, commensurate with the nature and level of the post. The post-holder is line managed by the Head of Corporate Governance and Compliance and accountable to the Chairs of each of the governing body they serve.

**Person Specification**

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| Knowledge, qualifications and experience | * Experience of minuting meetings, committees or hearings * Knowledge of the respective roles and responsibilities of the governing body, Headteacher/Principal, LA, Church, DfE and ESFA * Evidence of working in an environment where experiences included taking initiative and self-motivation as well as team work * Exceptional administrative and diary management skills * Ability to translate complex information into easily understood language * Experience of maintaining effective and accurate administrative systems | * Already attended or make a commitment to attend a nationally recognised clerking qualification for example the National College Clerks to Governors Training Programme or its equivalent * Engagement with, and understanding of wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese * Experience of working in a Church of England school and demonstrable understanding of Church school distinctiveness |
| Skills and Abilities | * Good listening, oral and literacy skills; * Ability to organise time and work to deadlines; * ICT including keyboard skills; * Organising meetings; * Using the internet to access relevant information; * Personal commitment to excellence in service delivery; * Self- motivation and personal drive to complete tasks to required quality standards and time scales * Knowledge of educational legislation, guidance and legal requirements | * Writing agendas and accurate concise minutes, capturing the main decision making of the meeting; * Good and current knowledge of academy governance legislation * Knowledge of Equal Opportunities and Human Rights legislation; * Knowledge of Data Protection legislation * Knowledge of data programmes, such as PowerPoint and Publisher |
| Personal attributes | All Essential Criteria   * Ability to work under pressure and manage multiple deadlines * Ability to work on own initiative * Willingness to comply with all BDAT policies * Person of integrity; * Ability to maintain confidentiality; * Ability to remain impartial; * Have a flexible approach to working hours; * Be sympathetic to the needs of others; * Have an openness to learning and change; * Have a positive attitude to personal development and training; * Have good interpersonal skills. | |
| Special requirements | All Essential Criteria   * Flexibility to work at times convenient to the local governing bodies of the Trust. * Ability to travel to the meetings; * Available to be contacted at mutually agreed times. | |

**Terms and Conditions**

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ and also one day working from home.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

An Enhanced DBS is required for this post.

The post is subject to a three-month probationary period.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

**All BDAT Trust and Academy business should remain confidential to BDAT.**

***If you would value an exploratory conversation, please contact* Claire Berry on 01274 909120.**

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**Governance and Compliance Officer**

**About BDAT**

## **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England multi-academy Trust.  BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company.

BDAT was set up in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds.

BDAT operates as an Exempt Charity, and is governed by a board of trustees who are responsible for, and oversee, the management of the company.

**The mission statement of BDAT**

*“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.”*

In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools.  We believe every child only gets one chance at education and they have a right to a good education.

**Trust development and growth**

The MAT was established in 2012 to support both primary and secondary church and non-church schools within an academy model. We currently work with schools of all OFSTED gradings from outstanding to special measures.

As of January 2020, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. The next stage of the journey for BDAT is set out in out three year plan 2019 – 2022 ["From Growth to Great"](https://www.bdat-academies.org/wp-content/uploads/2019/10%20/BDAT-Strategy-2019-22.pdf)

**Our Christian ethos**

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Schools, as well as those within the faith.

For more information on BDAT visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit #wearebdat.

**Governance and Compliance Officer**

**How to apply**

If you are interested in applying for this post you need to download and complete an application form. The form is available at [www.bdat-academies.org/vacancies](http://www.bdat-academies.org/vacancies)

**Completing the application**

If you decide to apply for this post, please complete the application. A Curriculum Vitae is not required and will not be accepted.

You should also provide the names, positions, organisations and telephone contact numbers of at least two referees. If you do not wish to give your permission for us to approach your referees at this stage, then please state this clearly and indicate your reasons for this preference.

To enable ease of contact we would appreciate it if you could provide daytime, evening and mobile contact numbers.

**Please return your completed application form and email to:**

E-mail: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org).

For additional information you can also contact:

Email: [governance@bdat-academies.org](mailto:governance@bdat-academies.org)

All posts are subject to an Enhanced DBS check. We are committed to the safeguarding of children.