

Job Description

Title of post	Senior Governance Professional
Salary	NJC Grade I (scale 23-27), term time only + two weeks (£33,366 - £37,035) (actual salary £29,308 - £32,531)
Hours of work	Full Time 37 hours per week, Term Time Only + two weeks
Line manager and responsible for reviews	Director of Corporate Affairs

Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership.

The Senior Governance Professional will deliver a professional support service, directly advising and aiding school local governors and Board Trustees. This role requires efficient and effective reporting of governing body meetings and Board committees, encompassing all relevant administrative and governance responsibilities.

Main Duties/Responsibilities

General: Senior Governance Professional

- To provide advice to local school governors and trustees when required on governance, constitutional, legal, and procedural matters, ensuring the Trust meets its statutory requirements.
- Monitor and keep up to date with relevant legislation, the regulatory environment, and best practices within the Multi Academy Trust governance framework.
- Lead meeting preparation, attendance, report submission and constitution. Accurately record minutes and action points.
- The Senior Governance Professional will establish and maintain effective communication systems for all layers of governance, develop and maintain positive working relationships, observing confidentiality where necessary.
- Assess facts, opinions, and situations accurately and exercise sound judgement, always remaining objective and neutral.
- Advise governors and (as required) trustees on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process, to include attending the hearing to provide advice and accurately minute the proceedings.

- Be responsible for managing all resolution committees e.g., complaints, collating and distributing paperwork to all relevant parties inside the statutory deadlines and providing accurate minutes to the hearing.
- Collaborate with chairs of local governance bodies to collate annual planners and meeting agendas.
- Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills, and expertise.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.



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Person Specification

Senior Governance Professional

Criteria	Essential	Desirable
Qualifications		
Completion of DfE recognised Development Programme for Clerks, or equivalent governance training/qualification		X
Experience		
Experience of producing agendas and accurate, concise minutes, meeting statutory requirements	X	
Experience of producing, collating and circulating documents to meet strict deadlines	X	
Previous experience of working in a school/Trust environment		X
Previous governance experience, either within education or other sector		X
Knowledge and Skills		
Knowledge of school governance procedures		X
Evidence of organising own time and working to strict deadlines	X	
Ability to maintain efficient, accurate records	X	
Awareness of need to act with sensitivity and objectivity in dealing with all governance matters	X	
Ability to work as a member of a team	X	
Knowledge of Microsoft Office and dedicated software such as Governor Hub		X
Ability to undertake a range of clerical and administrative duties	X	

Experience of creating documents and communications for a wide range of audiences	X	
Ability to demonstrate initiative and self-motivation		X
Understanding of the need to maintain confidentiality on all school matters	X	
Personal Qualities & Abilities		
Attendance at weekday evening meetings and willingness to work at times convenient to the governing body	X	
Ability to travel to school sites in North/West Yorkshire	X	
Willingness to participate in further training and developmental opportunities offered by the Trust	X	
Commitment to Equal Opportunities and encouraging diverse governance	X	