



Job Description	
JOB TITLE	Governance Administrator
JOB FAMILY	Central
PHASE	Central
SALARY GRADE	Grade C
HOURS	Part time, annualised hours, equivalent to 5 hours per week based on 8 hours for full meeting and 6 hours for a committee meeting. Outside of Governance meetings hours are worked on flexible basis
REPORTING TO	Head of Governance and Compliance
RESPONSIBLE FOR	Not Applicable
LOCATION	A proportion of administration and minute taking of meetings can occur remotely. To be discussed at interview
Job Purpose	
<ul style="list-style-type: none">Assist central services in administration relating to Governance	
Duties and Responsibilities	
<p>Take direction from the Head of Governance & Compliance to assist with the following tasks:</p> <p>Governance Administration:</p> <ul style="list-style-type: none">To support the Head of Governance & Compliance in the administration of the governance function within the Trust to include but not limited to:With the chair and Trust lead, prepare a focused agenda for the Board and committee meetingsLiaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers within agreed timeframe.Ensure meetings are quorateMake all bookings for rooms or video calls & refreshments for meetingsRecord the attendance of governors at meetings and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting	



- Produce professional minutes of governance meetings, capturing support and challenge as appropriate, indication of who is responsible for any agreed action with timescales and send drafts to the chair and Trust lead within agreed timescale
- Agree the final version of the minutes with the Chair and distribute to relevant parties.
- **Arrange a signed copy of minutes from chair and pass to central governance team**
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Keeping up to date records & business interest for all Governors details on electronic filing and Websites
- Organise records of Governor attendance and file on website termly
- Support in the administration for the recruitment, on boarding and induction of Governors
- Administer the central log for governor training
- Organisation of Governor training events & resources
- Clerk any statutory appeal committees/panels the governing board is required to convene
- Maintain archive materials
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct



- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at either the Portsmouth or Chatham Hub. However on occasions, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.



- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



THINKING SCHOOLS
ACADEMY TRUST

I understand and agree to the job description of a Governance Administrator

Name:

Signed:

Date:

TRANSFORMING LIFE CHANCES