

# Wellspring Academy Trust

## Job Description



**Post Title:** Governance Lead & Executive Assistant

**Department:** Business Support Team

**Reporting to:** Chief Administration Officer

**Responsible for:** Governance Officers and PA/Administrator

**Salary:** £32,000 - £36,000

**Duration:** Permanent, 37.5 hours per week, 52 weeks per year

**Location:** Barnsley Central Offices with flexibility on home working

**Applicants:** Internal Vacancy. Expressions of interest to be submitted to [hr@wellspringacademies.org.uk](mailto:hr@wellspringacademies.org.uk) by Friday 15th July

### Summary

The Governance Lead & Executive Assistant will have a Trust-wide overview of academy governance, overseeing academy governance service delivery and executive support services. The role will act as an ambassador for the Trust, liaising regularly with a number of key stakeholders - both internal and external. Discretion and diplomacy are therefore essential. The post holder will have a broad understanding of the Trust's scope, activities and strategic plans. They should take considerable pride in their work and the strength of their working relationships. They need to be adaptable, work flexibly, possess excellent written and verbal communications skills, use their own initiative and have exceptional attention to detail.

### Responsibilities

#### Governance Function

- To manage a high quality governance service to all LGBs with a personal focus on supporting newer LGBs and those requiring greater input and expertise.
- To line manage others who are appointed to provide clerking services to LGBs and ensure that they are effective and their performance is reviewed.
- To manage academy governance-related activities, eg, clerking of LGB panels, website compliance, policy compliance and record-keeping.
- To support the due diligence process, actively engage in the 'on-boarding' of new academies, including establishing governance arrangements and developing positive relationships with governors and colleagues.
- To manage governor recruitment, aiming to recruit candidates who meet the specific needs of individual LGBs.
- To manage LGB skills and effectiveness reviews which relate to the DfE's Governance Competency Framework, resulting in the production of Governance Development Plans which are subsequently implemented by LGBs.
- To assess academies' compliance with the performance measures outlined in the Wellspring Assurance Framework (WAF), provide feedback at WAF review meetings with Principals and Chairs, agreeing what support is required
- To arrange / provide training and development opportunities for individual governors and LGBs collectively.
- To undertake Trust-wide governance activities, eg. managing governance administrative systems and processes, maintaining current policies centrally, providing induction training and support to governors, arranging training and development provision, co-ordinating Link Governor activities and organising events and activities for LGBs.
- Advise Chairs and LGBs on governance regulations and procedural matters, with a particular focus on compliance with the relevant Scheme of Delegation.
- Obtain and disseminate appropriate legal advice, support and guidance and where necessary on behalf of the governing bodies.
- Capitalise on differing practices and experiences across the Academies, encouraging the sharing and adoption of best practice.

- Ensure that the LGBs are fully aware of their roles and responsibilities and support them in adhering to best practice in governance, including in respect of their individual and collective performance.
- Monitor statutory policies and requirements in all academies and ensure all are adhered to.
- Develop and maintain effective communications with LGB members and Chairs, Principals and other members of the WAT Team regionally and centrally.
- Ensure that LGB records are up to date, ensuring compliance with statutory requirements.
- Lead on reviewing and updating key constitutional documents such as the Local Governing Body Constitution, Standing Orders, Schemes of Delegation, Terms of Reference, the Governor Handbook and other key documents.
- Key liaison with other teams in the Support Centre to ensure that systems and processes meet the needs of governing bodies.

### **Ensure Effective Administration of Governing Body meetings (directly or via others appointed to provide clerking services)**

- To line manage others who are appointed to provide governance administration duties, ensuring that they are effective and their performance is reviewed.
- Advise LGB Chairs and (Executive) Principals in preparing focused agendas for LGB meetings and ensure that the circulation of meeting packs complies with the relevant Standing Orders.
- Produce and present reports regarding governance matters for consideration by LGBs and liaise with others who are providing reports.
- Ensure that meetings are quorate and that Standing Orders and other constitutional requirements are adhered to.
- Ensure that the attendance of governors at meetings is recorded and that appropriate action is taken in respect of extensive absence.
- Ensure the production draft minutes of LGB meetings for initial approval by the Chair and (Executive) Principal.
- Promptly communicate to the Board Clerk any matters which LGBs wish to escalate to the Trust Board and/or any issues which may require the attention of the CEO or other members of the Executive Team.
- Ensure that actions relating to meetings are followed up appropriately, in a timely manner and ensure that the annual calendar of Governance is developed and consulted upon.
- Ensure that copies of statutory policies and other school documents approved by the LGB are maintained and that documentation/information regarding governance which is posted on the schools' websites is accurate and up to date.

### **Governing Body Support and Compliance**

To ensure that Governing Bodies receive the following support:

- Advise governors and the relevant appointing bodies in advance of the expiry of a governor's term of office, in order that elections or appointments can be organised.
- Ensure that agreed practices in respect of appointments / re-appointments are adhered to, including re the election of LGB Chairs and Vice-Chairs.
- Oversee Link Governors' compliance with the requirements in respect of their reports to their LGB.
- Ensure compliance with statutory requirements re the completion of Governor documentation.
- Ensure that Disclosure and Barring (DBS) checks are carried out as required and compliance with other statutory requirements (including complying with Safer Recruitment processes, ensuring that the DfE's 'Information About Schools' database is updated and that declarations of interests are obtained and updated).
- Facilitate LGB skills audits and effectiveness reviews annually, with outcomes being captured in Governance Development Plans, supporting individuals and Governing Bodies in addressing skills gaps and any issues relating to their effectiveness.
- Actively encourage governor / LGB training and development and sign posting/arranging it as appropriate.
- Maintain records of training undertaken by governing body members individually and collectively, ensuring adherence to statutory and Trust requirements.
- Advise LGBs on succession planning, particularly in respect of the role of Chair.
- Managing the process in respect of complaints and other appeals requiring LGB input.

- Supporting and advising the Chair in the event of issues regarding governors attendance or conduct.
- Supporting LGBs in respect of Ofsted expectations / preparation, both prior to inspections and ongoing.

**Executive Support**

- Fully supporting the Chief Executive Officer and Deputy Chief Executive Officer by providing a secretarial, professional and confidential personal assistant service.
- Actively managing diary commitments, organising appointments and meetings to ensure effective time management.
- Assisting in managing workflows, outputs and deadlines, focusing time against priorities ensuring members are aware of diary commitments.
- Proactively manage communications, responding where appropriate and directing action as requested.
- Being the first point of contact, dealing effectively with a wide range of contact with colleagues at all levels across the Trust and with external organisations.
- Producing a range of documents to a high standard of presentation and accuracy and proofreading of these documents.
- Building and maintaining effective working relationships with the executive team members and wider members of the Trust.
- Arranging travel and accommodation, where appropriate.

**Assist with other Duties as Required**

- Delivering a high quality, responsive and proactive contact service to stakeholders, building and maintaining effective relationships across the Trust.
- Completing various assurance checks and monitoring activities as required.
- Supporting Trust developments, activities and events.
- Undertaking research relating to various projects.
- Responding to organisational needs and deadlines as they arise.
- Providing a responsive and supportive service with a willingness to seek and embrace different and enhanced working methods.
- Maintain a high volume, varied workload and work under pressure to meet tight and demanding deadlines.

**Travel**

- The position will involve travel across the Trust's operating areas.

**Structure of the Team**

Chief Administration Officer	
<b>Governance Lead &amp; Executive Assistant</b>	
Executive Assistant & Governance Administration	Governance Officers

## Person Specification

Criteria	Essential Desirable
<b>Qualifications &amp; Certification</b>	
Minimum of 5 GCSE or equivalent Level 2 qualification including Maths and English	E
HND or equivalent in Business Administration or relevant subject, or willingness to work towards	D
Possess a relevant qualification, such as the NCTL Clerks' Qualification	D
<b>Skills, Knowledge and Experience</b>	
Effective listening, oral and literacy skills	E
Highly effective influencing skills	E
Extensive experience of writing agendas and accurate, concise minutes	E
Exceptional administrative and diary management skills	E
The ability to translate complex information into easily understood language	E
Record keeping, information retrieval and dissemination of data/ documentation to relevant partners	E
Knowledge of academy governance legislation and legal requirements	E
knowledge of educational legislation, guidance and legal requirements	E
Ability to effectively lead, develop and empower a team	E
<b>Personal Attributes</b>	
Embody the culture, ethos and values of the Trust	E
Have excellent interpersonal skills and form strong working relationships	E
Be a person of integrity	E
Be able to maintain confidentiality	E
Be adaptable and flexible and have a flexible approach to working hours	E
Be able to remain impartial	E
Be sympathetic to the needs of others	E
Have a positive attitude to personal development and training	E
Commitment to equality and diversity	E
Awareness of Equal Opportunities and Data Protection legislation.	E