



JOB DESCRIPTION

EIAT Governance and Compliance Officer

Reporting to: CEO

Location: Trust offices; other sites for meetings; some flexible working

Hours: 36.5 hours per week, TTO plus 2 weeks; hours may vary depending on meetings; some evening work will be required (there is an option to work 32.5 hours per week, TTO plus 2 weeks)

Term time only plus 2 weeks, flexible in line with the needs of the Trust

Grade/salary: Grade 3, Spinal Column Points (SCPs) 9 to 22

Salary: £25,119 to £31,364 pro rata – salary range as at 01.09.2023 pending pay review

Actual Salary 36.5hrs TTO plus 2 weeks (£23,061 to £28,794)

Actual Salary 32.5hrs TTO plus 2 weeks (£20,534 to £25,639)

Pay progression: Incremental progression within the grade will be subject to service length

Job Purpose

- To support in ensuring the Trust complies with its outside regulatory requirements and internal policies.
- To provide effective administrative support to the Trust Board and its Committees; act as Clerk to the Trust Board and Clerk to all Trust Committees (School Governing Bodies) within EIAT.
- To provide guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework and understand the potential consequences for non-compliance.
- To support with the administration of Freedom of Information (FOI) requests and Subject Access requests (SARs) across EIAT.

Key Responsibilities

Compliance

- Maintain Get Information About Schools (GIAS), support and coordinate preparation, publication, distribution and presentation of the annual report (including annual accounts).
- Monitor changes in relevant legislation/regulation and advise the Company on what action is required or (where Trust Board approval is not necessary, or timelines do not permit) what steps have been taken to comply.
- Effective administration of meetings for Members, Trustees and Trust Committees.
- Working with the Chair and CEO to prepare agendas and papers ensuring timely distribution.
- Record attendance at meetings and take and distribute minutes, ensuring that action is taken on matters arising and that the Chair is informed of progress.
- Maintain records of Board of Trustees' correspondence and an annual calendar of Board meetings.



- Arrange, coordinate and clerk Disciplinary, Grievance and Attendance Hearings, liaising with Governors and Trustees, Employees, Trust Staff, Union Representatives, and the ER Provider to ensure availability.
- To support the CFOO with all statutory filings on behalf of the Company and any subsidiaries and liaise with Companies House when required.

Governance

- Ensuring the Trust complies with the Academies Financial Handbooks, Articles of Association and Scheme of Delegation, and the Governance Handbook, reviewing, proposing and implementing approved changes.
- Ensuring that all relevant procedures are signed off by the Trust Board in time for implementation.
- Support the induction and ongoing training of new Trustees, maintaining records of training undertaken.
- Ensure Disclosure and Barring (DBS) checks are carried out on Trustees as required.
- Maintain registers of the following:
 - Members
 - Members of the board of Trustees/directors
 - Board member interests
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees e.g. Child-protection, SEND.
- Maintain Trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise Trustees and appointing bodies in advance of the expiry of a Trustee's term of office, so elections or appointments can be organised in a timely manner.
- Identify the most appropriate Governor training and support packages for Trustees and LGB's.

Policy Development

- Management of the Trust Policy Framework ensuring there are effective policies in place and published as agreed by the Board of Trustees.
- Strategic oversight for the regular review of policies to ensure that they meet statutory requirements, are in line with best practice, are consistently in line with the house style and meet the operational needs of the Trust.

Administrative Support

- Provide admin support to key members of the Central Team, Chair and Establishments as required.
- Liaise with relevant professionals in relation to Data Protection matters and support with the administration of FOI and SARs.
- Undertake any other duties commensurate with the grade as required.



Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Essential/Desirable (E/D)	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A-C grades in English at GCSE or proven competence in English (E)	AF/C/T
	Relevant qualification in clerking (D)	AF/C
Knowledge and Experience Relevant work and other experience	Experience of providing administrative support to Senior Managers and/or governors or a willingness to learn (E)	AF/I
	Knowledge of governance procedures and legislation relevant to Multi Academy Trusts (D)	AF/I
	Experience of dealing appropriately with confidential and sensitive information (E)	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Ability to communicate effectively with a wide range of people exhibiting high levels of tact and diplomacy (E)	AF/I
	Ability to compile well-written and grammatically correct documents and letters (E)	AF/I
	Developed IT skills, with the ability to utilise a wide range of applications (E)	AF/I
	Highly organised and able to manage workload effectively to meet organisational priorities and deadlines (E)	AF/I



Behaviours	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Able to liaise using tact and diplomacy with internal/external stakeholders, members of the Trust Board and the local community (E)	AF/I
	Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)	AF/I
	Tenacious in resolving issues of all kinds and in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	Integrity, enthusiasm and commitment (E)	AF/I
	Flexible approach to work (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc (E)	AF/I
	A willingness to embrace and celebrate the ethos and values of the Trust (E)	AF/I
Safeguarding	Enhanced DBS <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.