

## Job Description: Governance Coordinator

### Job Details

<b>Base:</b>	This job will be based between ALL schools within Learn-AT, therefore travel to Learn-AT schools and flexibility is required
<b>Salary Range:</b>	Grade 6 Pay Point range from 9 to 10 Range from £19,173 to £19,554
<b>Hours:</b>	5 hours per week term time 39 weeks per year
<b>Contract Type:</b>	Permanent
<b>Accountable to:</b>	Chief Executive Officer (CEO)
<b>Accountable for:</b>	Coordinating trust governance and clerking activities
<b>Key Relationships/ Liaison with</b>	CEO Trustees and local governors Clerks Head Teachers

### Main Purpose of the Role

- To ensure governance activities are implemented consistently across the trust, are well-coordinated and organised and all necessary documentation is properly recorded and filed.
- Take proactive actions to recruit new local governors for schools.
- Secure the provision of clerking services for each school's local governing body

### Duties and Responsibilities

- Secure the systematic storage and keeping of all records, e.g. minutes, documents, papers etc relating to LGB and Trust Board meetings
- Maintenance and coordination of meeting timetables for LGB and Trust Board meetings
- Communication with Trustees and local governors as required to perform the role
- Organising agenda and note taking at Chairs' Forum meetings (once per half term 6.30 to 8.30pm)
- Maintenance of Trustees' and Local governors' personal database
- Curate all Trust Board and LGB content on Governor Hub
- Liaise with Learn-AT Lead Clerk and all LGB clerks
- Administration of systems to record pecuniary interests on behalf of Governors and Trustees
- Coordination and recording of LGB, Trustee and clerk training
- Handling the day to day relationship with Trust clerks and clerking service provider
- Liaising with school offices to ensure all necessary checks have been made for new local governors

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- Proactively develop and maintain community links to promote the recruitment of new governors
- Support LGBs with recruitment of new LGBs to vacancies
- Coordinate off-site trust governance strategy days and evening for Trustees and Local governors

### General

- Be an excellent role model in all aspects of the role and maintain confidentiality and integrity at all times.
- Promote the Trust's core purpose (learning) and core value (fellowship)
- Develop and maintain productive working relationships with Learn-AT Chairs/ Trustees and local governors.
- Participate in training and other learning activities and performance as required.
- Take responsibility for own continuous professional development.
- Holidays to be taken out of term-time.
- Adhere to all Trust policies.

*Notwithstanding the above, to undertake any reasonable request as may be determined by the CEO, commensurate with job grade.*

### Additional Responsibilities

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with;
- Act in compliance with GDPR data protection principles in respecting the privacy of personal information held by Learn-AT
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Learn-AT and Teaching School records and information;
- Carry out their duties with full regard to the Equal Opportunities Policy, Safeguarding Framework including the staff Code of Conduct, Child Protection Policy and all other Learn-AT Policies;
- Comply with Health and Safety rules and regulations and with Health and Safety legislation.