



JOB DESCRIPTION

Job Title: Assistant Governance Professional to Trust Board and Local Governing Committees

Grade: E

Hours: 16 hours per week, term time only

Responsible to: Trust Governance Professional

Direct Supervisory Responsibility for:

Indirect Supervisory Responsibility for:

Important Functional Relationships:

Internal: Members, Trustees, Local Governors, Headteachers, senior management teams, Trust shared services officers, school staff

External: Providers of external services such as legal, audit, local authority; parents/carers

Main Purpose of Job

The Assistant Governance Professional will provide administrative and organisational support to ensure the effective delivery of governance across the Trust. This role is key in helping maintain compliance with statutory and regulatory requirements, supporting high-quality governance practice, and enabling Trustees, Members and Local Governing Committees (LGCs) to carry out their responsibilities effectively.

Duties and Responsibilities

1. In conjunction with the Trust Governance Professional, to act as clerk to the Local Governing Committees of the Trust's schools as required, providing support and promoting the sharing of best practice.
2. To support the Governance Professional with the preparation of and the timely distribution of focused agendas as required by legislation or other

- regulations. This will include liaising with those preparing papers to make sure they are available on time.
3. To draft minutes of Trust Board and committee meetings, indicating who is responsible for any agreed action with timescales and send drafts to the Chair of the Trust Board, CEO and Chair of LGC and Headteacher (where relevant) for approval.
 4. To assist the Governance Professional in maintaining a record of signed minutes of meetings at Trust offices and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
 5. In conjunction with the Trust Governance Professional, to ensure all administrative requirements of Companies House are fulfilled.
 6. To clerk as required any statutory appeal committees/panels the board is required to convene.
 7. To assist the Governance Professional in ensuring that statutory policies are in place and are revised when necessary. Ensuring that copies of statutory policies and other school documents approved by the Trust Board are kept in the Trust and its schools and published as agreed.
 8. To ensure the Trust website is up to date with the relevant information and follow up with LGC chairs if any necessary data is missing from a SMART school's individual website.
 9. To adhere to the annual calendar of governor meetings and tasks.
 10. To assist with the recruitment and appointment of Members, Trustees and Local Governors.
 11. To support the Governance Professional with the induction of new governors including sending new governors induction materials and ensure they have access to appropriate documents, including the agreed Code of Practice, in particular a chair of a committee.
 12. To support the Governance Professional in ensuring that Disclosure and Barring (DBS) checks have been carried out on any governor or trustee when it is appropriate to do so.
 13. To maintain a record of relevant training undertaken by governors.
 14. To ensure all meetings are quorate.

15. To support the Governance Professional in maintaining a register of trustee and governors' pecuniary interests and ensure the record of business interests is reviewed regularly, lodged within the Trust offices and posted on the Trust website.
16. To develop and maintain effective professional working relationships with the chairs, the board and executive leaders.
17. To maintain archive materials.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: Assistant Governance Professional

Department: Trust Shared Services

Attributes	Essential	Desirable	How identified
Relevant Experience	Reasonable administrative experience Experience of organising own time and managing diaries of others Experience of minute taking Experience of handling confidential material sensitively and in a way which complies with GDPR legislation	Experience of clerking or a similar role Knowledge of school governance procedures and legislation relevant to academies Previous experience of governance	Application form/ interview
Education and Training	GCSE grade 4-9 (A*-C) in Maths and English or equivalent level 2 qualifications	Level 3 qualifications or NVQ 3 Business administration or equivalent experience	Application form
Knowledge and Skills	Excellent interpersonal and communication skills Accurate with a good attention to detail Strong IT skills in Microsoft Office	Ability to co-ordinate colleagues undertaking administrative tasks	Application form/ Interview

	including Work and Excel Ability to write agendas and record accurate and concise minutes Ability to organise and prioritise Ability to keep up to date with developments in educational legislation and guidance Driving licence or ability to access primary schools not served by public transport		
Any Additional Factors	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people High levels of personal integrity Able to remain impartial Able to maintain confidentiality A willingness to learn and desire to ensure best practice in all areas of work Flexible approach to working hours	Ability to be an active and full member of a team Availability to be contacted at mutually agreed times	Application form/ interview

	including the ability to work at times convenient to the role, including some evenings due to the timing of meetings		
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Date Updated: October 2025

Updated by: Senior HR Officer