



Governance Professional

Clerk to the Trust and Company Secretary

Gateway Multi Academy Trust (GMAT)



Key Information and Dates:

- **Part time – approximately 300 hours a year**
- **D to E Scale depending on experience**
 - **£23,703- £32,026 FTE**
- **Hourly rate £12.32 - £16.65 per hour**
- **Start date: November 2022**

We are seeking a committed and enthusiastic individual for the role of Governance Professional to support the Governors and Trustees. The successful applicant will be extremely organised, accurate and reliable with a keen interest in local and national governance. Responsibilities include: ensuring statutory duties are met; that meetings are well organised and that paperwork is distributed in a timely fashion; governor records are kept current; and that Trust and school policies are maintained. This is a varied role that is not for the faint-hearted!

You will attend all board and committee meetings, which will involve working flexibly, and will include both evening and daytime work (on average approximately 7 hours a week, although this fluctuates depending on the dates of meetings). Work is concentrated into the school terms.

You will need to be based in the school Admin Hub for at least some of your time, allowing you time to organise meetings, prepare paperwork and complete associated administration.

Key requirements include:

- Commitment to working to a high standard
- Excellent time management, organising, planning and prioritising skills
- Ability to work well under pressure and to work to tight deadlines
- Good standard of literacy
- The ability to communicate effectively, both verbally and in writing, and to translate complex information into easily understood guidance
- A high level of initiative
- Demonstrate flexibility and availability for all meeting dates

Purpose of the role:

The post holder fulfils the roles of Clerk to the Governors and Trustees as well as being Company Secretary and is responsible for all aspects of governance effectiveness and compliance within the Trust, including:

- facilitate the smooth operation of the Trust's decision making and reporting machinery, including the efficient and effective operation of the Trust Board and its committees
- ensure the Trust is in compliance with all statutory and regulatory requirements, including the Charities Act 2011 and company law and the requirements of Companies House and the Charity Commission
- develop the Trust's governance framework and enhance its related systems and processes
- working closely with the Chair of the Board of Trustees, its committee Chairs and the CEO, ensure strong and effective coordination between Members, Trustees and the Local Academy Committees

Key duties include:

- Preparing agendas and attending Governor Board and Committee meetings
- Minute taking and maintaining accurate records of meeting attendance
- Following up on actions raised at meetings
- Ensuring that governor records are kept up to date
- Ensuring that policies are reviewed and updated
- Maintaining confidentiality and impartiality

Whilst full training will be provided, a basic understanding of governing body procedures and education issues would be advantageous, as would experience of attending formal meetings.

The Gateway Multi-Academy Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: Noon on 17th October 2022

Interviews: TBC

Applications are welcomed at your earliest convenience; immediate interviews may be arranged. The advertisement will be withdrawn on appointment of the successful candidate.

For more information and to apply, please visit The Gateway Multi Academy Trust website <http://gatewaymat.org> Completed application forms should be emailed to jobs@romsey.hants.sch.uk

If you have any questions about the role, or would like an informal chat, please email jobs@romsey.hants.sch.uk to arrange.

