

## Job Description

### Trust Governance Officer & Company Secretary

**Activity code:** 935 **Cost centre:** 2ADS

<b>Job title</b>	Trust Governance Officer & Company Secretary	<b>Based at</b>	Central/Remote working
<b>Line Manager</b>	Trust Directors & CEO		
<b>Direct Line Management responsibility</b>	Assistant Trust Governance Officer (Trust Local Governance Officer - responsible for LGB)	<b>Indirect Line Management responsibility</b>	None
<b>Frequent working relationships</b>	<p><b>Internal:</b> Directors/Trustees, Members, CEO, CFO, Trust Employees, Executive Headteachers/Headteachers, Heads of School, Trust Operating Officer/HR, Central Office Team</p> <p><b>External:</b> Diocese of Trust/Exeter Education Office, Partner Schools, Local Authorities, Suppliers of goods and services pertinent to Governance, DfE, Ofsted &amp; Regional Directors Office</p>		
<b>Main purpose of the role</b>	To provide governance advice, legal advice and administration to the Trust Board of Directors. To advise on all Governance matters. To be the first point of contact for both external & internal Governance queries. To be Company Secretary for An Daras Trust.		

#### Duties & responsibilities

##### For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

##### Duties & responsibilities

1. Be responsible for advising Trust Members, Directors and where necessary LGB Chairs on constitutional matters, duties and powers, working within the broad current legislative framework, Trust Articles and DfE guidance/direction.
2. To ensure that the business of Members and Directors is conducted smoothly and efficiently and that all elements of governance operate within the powers that are delegated to them in the Scheme of Delegation and DfE Academy Trust Handbook.
3. Be the conduit for communication, continuity and consistency across the levels of governance within the Trust. Ensure the Local Governance Officer is kept up to date with Trust matters so they can inform local governors as necessary.
4. Assist where required with end of year governance statement and audit preparation (Autumn term).
5. Manage the Trust policy register and policies, ensuring each policy is brought to the attention of the relevant Board/Committee for review when required.
6. Keep the governance and policy pages on the Trust website up to date. Pass relevant information to Local Governance Officer for inclusion on the school website governance pages.

With regards to **meetings**, the Governance Officer will:

7. Be responsible for the administration and minuting of minimum of 16 Trust meetings per academic year: 4 full Board Meetings, 10 Director Committee Meetings and 2 Members Meetings. There may also be occasional Extra-Ordinary meetings as required
8. Prepare an agenda based primarily on the trust cyclical plan and liaison with the Chairs and Chief Executive Officer
9. Ensure agenda and supporting papers are available in a timely manner
10. Record attendance, note apologies and take action re persistent absences
11. Advise Members, Directors and when necessary Chairs of Governors on governance legislation and ensure procedural matters meet statutory requirements
12. Organise LGB Chair virtual networking when required, with feedback from and to Directors where necessary, to aid 2-way communication
13. Prepare minutes & submit drafts of all meetings, outlining key points from discussions and noting any challenges and any actions required. Ensure they are approved accordingly
14. File all meeting documents as per Trust and normal governance procedures

15. Publish non confidential minutes on the website once they have been signed at the subsequent meeting
16. Maintain Members' and Directors' attendance records and ensure they are posted on the trust website
17. Chair the part of the meeting at which the Chair is elected
18. Collate Director visit reports or additional activity and file as per Trust procedures
19. Co-ordinate all meetings and training sessions across the Trust in relation to Directors/Trustees and Members
20. When necessary, clerk an LGB meeting in the absence of the Local Governance Officer

In terms of **membership**, the Governance Officer will:

21. Maintain a register of names and category of Trust Members and Directors, their terms of office, and ensure registers of details are posted on the trust website
22. Ensure the appropriate paperwork is filled out and signed (such as Director Eligibility, pecuniary interests) and ensure they have seen and acknowledged the code of conduct
23. Advise Members and Directors on expiry of the term of office before term expires so elections, appointments or re-appointments can be organised in a timely manner
24. Assist with succession planning, recruitment and ensure a comprehensive induction process is followed
25. Maintain a live register of Members' and Directors' pecuniary interests, ensure they are updated as changes occur, or with an annual declaration, and post on the trust website
26. Liaise with Trust Child Protection Officer to ensure that DBS disclosure has been successfully carried out on any Member and Director when it is appropriate to do so.

In terms of **documentation**, the governance officer will:

27. Assist with keeping all Trust governance documents up to date and where necessary published on the website
28. Manage the Governance document sharing system, ensuring it is up to date and accurate, with a structured file system to ensure ease of use, accountability and evidence for future inspections

29. Issue and collate skills audits for Directors, produce skills matrix and then highlight training requirements or gaps for future recruitment and training
30. Develop and maintain the Trust policy register, noting which policies are statutory or optional, when last reviewed, when due for review and by which committee
31. Ensure all policies are put in front of the appropriate committee for review in good time (having passed them by the policy owner for any amendments first)
32. Ensure the latest policies are published on the trust website and if appropriate, sent to the Local Governance Officer for inclusion on school websites
33. Produce governance input to Trust publications when requested
34. Provide input into the annual governance statement and assist with preparation of the external or internal audit as requested

With regards to providing ***advice and information***, the governance officer will:

35. Advise the Members and Directors on procedural issues
36. Maintain access to appropriate legal advice, support and guidance
37. Maintain records of Members' and Directors' correspondence
38. Monitor resources such as NGA, SchoolBus, DfE and OFSTED, and pass on appropriate information to the Members, Directors and Chairs of Local Governing Boards/Hubs
39. Conduct research to answer queries as required

In relation to ***Professional Development***, the governance officer will:

40. Attend any relevant governance training as considered necessary
41. Conduct any on-line training or CPD as considered necessary
42. Keep up to date with current educational developments and legislation affecting school or Trust governance
43. Facilitate the development of and mentor the Local Governance Officer

In addition to the above, as ***Company Secretary***:

44. Keep details up to date on Companies House, or ensure submissions carried out by other staff such as the Business Manager, including Director appointment and termination, submission of accounts, Persons of Significant Control, confirmation statement and any other business
45. Ensure new Articles of Association are appropriately dated, resolutions signed correctly and filed correctly with An Daras and Companies House as appropriate
46. Keep all details of Members and Directors up to date on the DfE secure database "Get Information About Schools".

### **Mandatory training**

#### **Prior to starting employment**

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

#### **Role specific**

- None

Prepared by: An Daras Trust

Date: September 2025

## Person Specification

### Trust Governance Officer & Company Secretary

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	GCSE Grade C or Grade 4 (or equivalent) in English and Maths	✓		✓		
2.	Evidence of continuous professional development in governance or legal matters		✓	✓		
3.	Educated to degree level or equivalent experience		✓	✓		

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Experience in governance within an educational or public sector setting	✓		✓		
2.	Proven track record of clerking meetings and preparing agendas and minutes	✓		✓		
3.	Experience managing policy registers	✓		✓		
4.	Experience managing governance documentation		✓	✓		
5.	Experience liaising with senior stakeholders	✓		✓		
6.	Experience working with multi-academy trusts or similar governance structure		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Some understanding of governance legislation, DfE guidance, and Academy Trust Handbook	✓		✓		
2.	Strong understanding of governance legislation, DfE guidance, and Academy Trust Handbook		✓	✓		
3.	Familiar with governance resources		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Exceptional written skills	✓		✓		
2.	Exceptional verbal skills	✓			✓	
3.	High level of organisational skills	✓		✓	✓	
4.	Ability to work independently & manage own work load	✓		✓	✓	
5.	Flexible & adaptable to changing priorities	✓			✓	
6.	Ability to meet tight & demanding deadlines	✓			✓	

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge and understanding of Safeguarding	✓		✓	✓	
2.	Interest in educational and governance		✓	✓	✓	

	developments					
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