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| **Job Title: Assistant Governance Officer** | **Salary: £23,304 FTE, £7,814 Approx Gross PA** |
| **Based: Central Office/ Home Working** | **Contract Type: Term time only, Perm Variable** |
| **Start Date: TBC- Anticipated January 2022** | **Hours: 15-18 per week** |
| **Interview Date: week beginning 13/12/2021** | **Closing Date: 08/12/2021** |

**Trust Assistant Governance Officer**

**Please return all applications and equal opps forms to** [**Recruitment@andaras.org**](mailto:Recruitment@andaras.org)

An employee of An Daras Multi Academy Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

**Our Aim**

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

**Information about the Vacancy**

An Daras Trust Central Office are recruiting for an outstanding Trust Assistant Governance Officer to work during the term time.

The hours will be 15-18 per week, Specific days to be confirmed.

The successful candidate will:

* Be responsible for advising governors on constitutional matters, duties and powers, working within the broad current legislative framework and ADMAT Articles
* To ensure that the business of Local Governors is conducted smoothly and efficiently and that Local Governing Boards operate within the powers that are delegated to them in the Scheme of Delegation
* Along with the Governance Officer, ensure that communication, continuity and consistency is applied to governance across the trust. Keep up to date with Trust matters local governors can be informed appropriately
* Pass information and requests as necessary from LGB meetings to the trust board via the Governance Officer
* Assist in managing the school level policies, ensuring they are reviewed when necessary
* Keep the relevant governance pages on the school websites up to date.

A full job description and application form can be found attached to this advertisement.

**Benefits**

What can An Daras Trust offer you?

* Stability knowing, we will support you when you are struggling by offering occupational maternity, paternity and sick pay.
* Five paid family friendly days for emergencies.
* A connection with our 8 primary schools and our pre-school which creates developmental opportunities.
* A developmental, fair and professional culture.
* Dedicated, friendly, committed team members.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced DBS (Disclosure and Barring Service) check and will be assessed against the Childcare Disqualification Regulations. Right to work in the UK and qualifications will also be checked.