



**Job title:** Head of Policy, Governance and Compliance

**Salary:** £44,075 - £50,269 (pro-rata £37,612 - £42,896)

**Contract type:**

- Permanent
- 35 hours, 40-week contract (minimum)
- G12, scp 33 - 39
- 6.2 weeks holiday (6.8 weeks over 5 years' service)

**Reporting to:** Chief Operating Officer

**Line Management for:** Clerks of local school committees

**Main purpose:** To support the Trust Board in ensuring operational compliance, effective governance and clear policy-making

**Responsible for:**

- Managing operational compliance and consistency in a range of areas across all trust schools
- Ensuring individual academy compliance, including ensuring trust and school policies meet statutory requirements

### **Duties and responsibilities**

These duties are indicative of the tasks to be performed and not intended to be an exhaustive list

### **Job Context and Expectations**

- This is a new and exciting post within an existing Multi Academy Trust
- It is a leadership role so the post-holder will be expected to lead on policy and governance rather than administer, maintain or apply existing policies
- The postholder will be a member of the leadership playing a key role in the future development of the trust and contributing to areas outside direct areas of responsibility
- The environment is sometimes pressurised, so flexibility, a calm approach and a can-do attitude are required to carry out the role effectively
- Positive interactions with staff across the trust are an expectation
- The postholder must have the ability to prioritise, use initiative, be proactive and work independently when necessary
- The postholder must be proactive in keeping up to date with their own professional knowledge and be committed to their own personal and professional development
- All postholders are expected to adhere to, and actively support, all trust policies

- The postholder will be the first point of contact for schools on policy, governance and compliance matters that are a direct responsibility
- The postholder will have line-management responsibility for school clerks, including performance management and quality assurance

### **Compliance and Risk**

- Responsibility for trust-wide accountability and quality assurance procedure to enable compliance in a range of areas including personnel, data protection (GDPR), school governance, websites, exclusions, complaints and the relevant sections from the Academies Handbook
- Produce toolkits for school attendance and handling complaints and other areas of school management as needed
- Identify, monitor and mitigate operational risks through effective partnership working with schools, headteacher and other trust leaders
- Maintain the trust risk register and ensure that schools are managing and maintain their own risk registers
- Manage the trust compliance day and ensure that essential training has been covered by all staff
- Ensure that procedures are in place to maintain up to date records for related party, conflict of interest, attendance at meetings etc
- Ensure GIAS and Companies House information is accurate and meets all compliance requirements
- Collate a dashboard for each school to evidence levels of compliance in key areas
- Liaise with other leaders such as the head of estates, the head of IT and communications and the head of finance as needed in order to ensure overall compliance.

### **Policies**

- Develop policy in liaison with the relevant staff, taking the lead role
- To maintain up to date register of policies
- To ensure compliance with policy and procedures on school and trust websites using the relevant software
- Ensure that all staff have a clear understanding of relevant policies and procedures and the importance of putting them into practice
- Cascade trust wide updates on policy as required
- Digest and summarise national policies where required

### **Governance**

- Ensure that local school committees are meeting their delegated responsibilities
- Review and update the Scheme of Delegation as required
- Ensure that agendas, related papers and minutes of meetings are distributed efficiently and effectively to enable local governors to fulfil their delegated responsibilities
- To ensure that governor elections are conducted properly
- To line manage the team of school clerks ensuring they are fully trained and prepared to fulfil their clerking duties
- To quality assure meetings of the local school committees and the work of clerks
- To organise the termly Chairs' briefing and the annual conference for governors

- Oversee any formal complaints and ensure they are dealt with appropriately
- Oversee the work of panels such as exclusion panels to ensure they are managed appropriately
- To liaise with national organisations such as the NGA and publicise opportunities for the training and development of governors
- To manage all meetings of trustees and members
- To act as Company Secretary

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	Educated to L3 (A Level or equivalent)	Educated to degree level and/or relevant professional qualification
<b>Experience</b>	<p>Experience of working in a regulated and/or compliance environment</p> <p>Experience of leading a team of people and leading meetings</p> <p>Experience of quality assurance with the ability to give and receive feedback</p>	Experience of policy-making or governance in the public or charity sector
<b>Training</b>	<p>Relevant training in a range of business/managerial skills and knowledge</p> <p>Training in IT resulting in high level of competence in common applications</p>	<p>Experience of delivering training</p> <p>Training in compliance with statutory framework such as HR, GDPR, recruitment, safeguarding, health &amp; safety</p>
<b>Knowledge and skills</b>	<p>Demonstrable track record, through previous work, work experience or study, of ability to think strategically, recognise challenges and identify solutions</p> <p>Ability to communicate clearly and confidently with different management levels in the organisation</p> <p>Ability to analyse and summarise information for meetings or research, and present findings effectively orally or in writing</p> <p>Strong report writing skills including excellent presentation of relevant data</p>	Knowledge of the workings of multi-academy trusts and/or complex education settings
<b>Attributes and qualities</b>	<p>Capacity to work under pressure and meet key deadlines</p> <p>Approachable and professional demeanour</p> <p>A hunger to learn and develop</p>	<p>Able to travel across the trust to carry out duties</p> <p>Willingness to work flexibly to fulfil occasional evening commitments</p>