



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description Governance and Compliance Manager



JOB TITLE: Governance and Compliance Manager

REPORTS TO: Chief Operating Officer

BAND: Grade D

JOB PURPOSE

Governance - Under the direction of the COO the Governance and Compliance Manager will be responsible for the strategic development of governance across the trust.

Compliance - Under the direction of the COO the Governance and Compliance Manager will manage the development and consistent implementation of trust policies and procedures to ensure that best practice is in place within all trust schools.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the COO, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- Provide advice and guidance to the Chief Executive Officer (CEO) and Board of Trustees on key matters of regulatory and statutory importance
- Actively develop trust governance including supporting the recruitment and retention of the Quality of Education Board's (QEB's) and Trustees, training, development and succession planning
- Ensure statutory policy compliance leading on co-ordination of key policies across the trust, including defining and communicating which sit at school and trust-level, and driving the production and updating of policies

Policy Management

- Maintain the trust's policy schedule in light of statutory and other policies required by the trust and other relevant bodies e.g. OFSTED/DfE
- Ensure that the trust is compliant with its policy schedule at all times and that policies are published accordingly
- Ensure the trust's Complaints Procedure is kept up to date and manage the process for hearing any complaints received at Stage 3
- Take the lead in responding to any parental complaints that are submitted to external bodies such as the ESFA or Ofsted
- Maintain awareness of the trust's Articles of Association and its governance framework
- Maintain the trust's scheme of delegation and ensure this is consistent with trust policies and other instruments of governance e.g. committee terms of reference

Trust and Local Governance

- Support the efficient and effective operation of the Trust Board, ensuring that board's business continues to drive the successful delivery of strategic objective
- Maintain robust governance across all schools within the trust, including ensuring that QEB's continue to meet regulatory and statutory obligations
- Regularly review QEB's membership and maintain records of attendance, terms of office, appointment and terms of office of Chairs and Vice-Chairs
- Ensure that the annual skills audit of Trustees and QEB members is undertaken and maintained and available when recruiting
- Ensure a high standard of QEB support and challenge in all trust schools knowing how all local arrangements are working Provide universal and bespoke training to Trustees and QEB members as required
- Lead on the recruitment and retention of QEB members including providing advice to Headteachers and others regarding the QEB appointment / election process and ensuring that all QEB appointments are made in accordance with trust policy Provide support, advice and guidance to all clerks on procedural and governance issues as required
- Carry out quality assurance checks on the output of clerks to ensure consistency of practice and effective working
- Co-ordinate the recruitment process for new Trustees and members
- Design a professional governance induction and training programme for all layers of governance
- Make room bookings and other arrangements for meetings

Risk and Compliance

- Review trust risk register 3 times a year, identifying and reporting any trends or issues to the CEO and COO
- Assist the Facilities and Estates Manager with administration and audit of trust wide health and safety systems and procedures
- Monitor school accident and near miss reports for appropriate follow-up and reportable accidents
- Assist HR with the co-ordination of compulsory annual refresher training and obtaining annual declarations
- Ensure the DfE database for example 'Get Information About Schools' is up to date – submit corrections/updates as required
- Maintain current knowledge and awareness of website compliance requirements and carry out a twice-yearly compliance audit of all academy websites
- Carry out regular internal compliance checks and monitor relevant processing activities to ensure that all academies are working to trust policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales
- Attend meetings of the Finance, Risk and Audit Committee
- Update Companies House as required and submit the trust annual statement and financial statements and accounts

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full:

Governance and Compliance Manager

Person Specification

Criteria	Essential	Desirable
Experience, Training & Qualifications	Educated to A-Level standard	A degree or equivalent level qualification
	GCSE in English	Hold relevant Governance qualification
	Be willing to undertake additional training	
Ability, Skills and Knowledge	Experience of writing reports at Board level	Knowledge of areas of legislation relevant to education
	Experience of working with autonomy over the management of your own workload, priorities and deadlines	The ability to interpret legislation and explain the requirements in practical terms to non-specialists
	Ability to think ahead and draw up schedules of review, and to follow these up as necessary	Experience of audit processes
	Ability to maintain strict confidentiality in all matters	
	The ability to remain calm under pressure and to be proactive in seeking solutions	
	Exceptional communication skills, including high standards of written communication	
	Ability to accurately capture and record discussion points, challenge decisions, and action points from meetings	
	Effective research skills and ability to keep abreast with relevant legislative changes and developments	
	Ability to work flexibly with regard to working hours and travel	
	Good knowledge of effective IT administration systems, including Management Information Systems (MIS) and MS Word, Excel, Outlook and PowerPoint	
	Good understanding of and commitment to child protection procedures	
Personal Style and Behaviour	Ability to build and maintain effective working relationships with a wide variety of people	
	Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	
	Self-motivation and personal drive to complete tasks to the required timescales and quality standards	
	The flexibility to adapt to changing workloads demands and new school challenges	
	Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	



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