Governance Officer
Job Description

Main purpose of the role

As a highly skilled administrator, the Governance Officer provides excellent administrative and organisational support to ensure the smooth, timely and compliant operation of governance across the Trust. The role focuses on accurate record-keeping, co-ordination and meeting facilitation.

Key Responsibilities

Meetings & Co-ordination

- Coordinate the annual cycle of governance meetings (Members, Trustees and Committees)
- Prepare and circulate agendas and papers in line with statutory and Trust requirements
- Arrange meetings, manage quoracy and record attendance
- Produce minutes (including AI-supported solutions)
- Track actions and decisions, following-up as required

Records & Compliance Administration

- Maintain accurate records, including:
  - Members, Trustee and Governor registers
  - Meeting attendance records and terms of office
  - Registers of interests
- Support election and appointment processes, including eligibility checks and onboarding
- Coordinate Disclosure and Barring Service (DBS) and other required checks
- Maintain a central record of governance training and CPD completion

Publication & Information Management

- Support the publication of required governance information on Trust and academy websites
- Maintain governance documentation on the Trust's intranet or document management system
- Ensure confidentiality, data protection and secure handling of sensitive information

Training & Support

- Co-ordinate induction and training sessions for governance stakeholders
- Provide administrative support for hearings and appeals (admissions, exclusions, complaints)

Professional Standards

- Ensure a high level of accuracy, attention to detail and consistency in all tasks undertaken
- Uphold confidentiality, accuracy and professionalism at all times
- Work collaboratively with colleagues, leaders and governance stakeholders
- Undertake relevant training and professional development, such as Level 3 Certificate in the Clerking of School and Academy Governing Boards and level 4 Certificate in Academy Governance