

Job Description

Post Details	Last Updated: May 2025
Job title	Governance Coordinator
Department	Central Team
Grade	LPT 6
Place of work	Learning Partners Academy Trust central team offices in Guildford
Responsible to	Trust Governance Lead
Responsible for	N/A
Internal communication	Trustees, Governors, headteachers, Trust Governance Lead, other Governance Professionals
External communication	Key suppliers/service providers

A. Job Purpose Statement

The Governance Coordinator will help Learning Partners become a 'leading trust where children thrive' by:

- Providing advice and guidance to local governing bodies on governance, constitutional and procedural matters.
- Contributing towards the efficient and effective functioning of one or more local governing bodies, and / or board of trustees.
- Providing administrative and organisational support.
- Keeping up to date with current educational developments and legislation affecting school governance.

The post-holder will deliver these responsibilities with regard to the ethos and values of the Trust, in particular balancing the need for consistency across the Trust with the need for local variation in some schools.

The post-holder will develop strong working relationships with all stakeholders, including and not limited to Head teachers, Trustees and Governors.

B. Key Responsibility Areas

Governance Co-ordination

The Governance Coordinator is responsible for:

- Supporting the efficient and effective operation of the Trust board and its committees and local governing bodies (LGBs).
- Supporting the development of Trustee committees, LGBs and the Governance Professionals to the LGB's through recruitment, induction and ongoing CPD.
- Providing governance administrative support to the CEO and Trust as required.

The Governance Coordinator, working with the Governance Lead, will contribute towards the efficient and effective functioning of the Trust Board and its committees by providing:

- Independent and expert guidance to ensure the Board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.
- Administrative and organisational support to arrange, co-ordinate, minute and accurately record all Trustee meetings.
- Support to membership of the Trust Board.

All trust employees will:

- Undertake any other reasonable duties expected of them, commensurate with their grade, as directed by their line manager.
- Follow the employee code of conduct and are thereby required to have due regard for safeguarding, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and to uphold the values of member schools and Learning Partners.

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities

The post holder will:

Meeting Organisation and Support

- Work with others to prepare agendas and liaise with those preparing papers to make sure that they are available to governors on the Trust's governance systems.
- Ensure meetings are quorate, inclusive and well structured.
- Oversee the election of Trustee's and Governors.
- Provide guidance on governance compliance, statutory requirements and best practice to both Trustee's and Governor's.

Providing Advice and Guidance

- Advise on legal duties, governing practice, and statutory guidance.
- Advise on LGB or trust board procedures and constitutional requirements as laid out in the Trust's terms of reference.
- Advise on annual tasks and decisions.
- Advise on statutory CPD and trust mandated training accessing external advice as appropriate.
- Support issue resolution.

Administration

- Act as a liaison between governing boards, school leadership, and external authorities.
- Communicate legislative changes to the relevant parties and ensure adherence to governance frameworks.
- Inform any relevant authorities of changes to membership details.
- Give procedural advice and assist with the management of governor/trustee elections and advise the LGB or board on succession planning for all roles.
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board with it is appropriate to do so.

Maintaining relationships and communication

- Maintain professional working relationships with the chair, the LGB or board and school leaders.
- Contribute to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development.

Other

- Support the Governance Lead in the administration, meeting arrangements and minute taking for school specific complaints.
- Support LGBs and schools in the administration, meeting arrangements and minute taking for school permanent exclusions.
- Work with Trust schools to ensure policies are updated, ratified and issued as appropriate.

- Support Trust schools or the Trust in other areas of compliance, including ensuring that websites are up to date and compliant.

D. Expectations

All Staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.
- This post is classified as having substantial access to children and appointments are subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential /Desirable
Education & Qualifications	• Degree or equivalent professional qualification, or significant governance experience.	D
	• Experience employed in a governance or education related role.	D
	• Strong understanding of education, governance and legal frameworks	D
	• Commitment to continuing professional development	E
	• Awareness of safeguarding obligations.	E
Knowledge/ experience	• Proven experience of working in a team to serve multiple customer types.	D
	• Knowledge of educational legislation, guidance and legal requirements.	D
	• Familiarity with multi-academy trusts, governance structures, and compliance requirements.	D
Skills/abilities	• Excellent organisational and administrative skills	E

	<ul style="list-style-type: none"> • Excellent oral, written communication, negotiation and influencing skills. 	E
	<ul style="list-style-type: none"> • High level of skills and accuracy in Word, Excel, PowerPoint. 	E
	<ul style="list-style-type: none"> • Ability to formulate ideas and solutions, present them effectively and exceed expectations. 	E
	<ul style="list-style-type: none"> • Ability to manage confidential information with discretion 	E
	<ul style="list-style-type: none"> • Ability to evaluate and meet changing priorities, responding flexibly and working well under pressure. 	E
	<ul style="list-style-type: none"> • Full UK driving license – to enable movement between sites for meetings. 	E
	<ul style="list-style-type: none"> • Aptitude to learn new skills. 	E
Aptitudes/ Personal qualities	<ul style="list-style-type: none"> • Personal presence, confidence, patience, sensitivity and maturity of approach. 	E
	<ul style="list-style-type: none"> • A professional approach, coupled with tact and diplomacy. 	E

Signed: _____

Date: _____