

Job Description

Post Details	Last Updated: July 2025
Job title	Governance Professional
Department	Central Team and Schools
Grade	S6
Place of work	Central Team, Guildford
Responsible to	Trust Governance Lead
Internal communication	Trustees, Governors, headteachers, Trust Governance Lead, other Governance Professionals throughout the Trust
External communication	Key suppliers/service providers

A. Job Purpose Statement

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

- Providing advice and guidance to local governing bodies and Trustees on governance, constitutional and procedural matters
- Contribute towards the efficient and effective functioning of one or more local governing bodies, or board of trustees
- 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:

Meeting Organisation and Advisory Support

The Governance Professional will administrate Local Governing Body and Trustee sub-committee meetings, prepare agenda's, coordinate minutes and record accurate minutes. The governance professional supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure that they are available to governors on Governorhub
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of Trustee's and Governors
- recording attendance/apologies and taking appropriate action in relation to absences

- taking minutes and keep action logs up to date
- circulating draft and approved minutes to all stakeholders as required within the timescales approved by the LGB or board of trustees
- following up on action log and informing the chair of progress
- provide guidance on governance compliance, statutory requirements and best practice to both Trustee's and Governor's

Providing Advice and Guidance

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

Administration

The Governance Professional supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- communicating legislative changes and ensuring adherence to governance frameworks
- informing any relevant authorities of changes to membership details
- advising governors or trustees in advance of the expiry of a term of office and the impact of this on capacity, diversity and skills mix
- establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the LGB or board on succession planning for all roles
- ensuring 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 records of correspondence
- maintaining GovernorHub

Trustee & Governor Recruitment & Induction

- Work with the Governance Lead to create and implement a recruitment, induction and training programme across the Trust
- maintaining membership records including contact details of governors and trustees, terms of office and compliance using the Trust's governance system (GovernorHub)

Maintaining relationships and communication

The Governance Professional should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the LGB or board and school leaders
- communicating on board matters outside of meetings.
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management

Other

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

C. 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 appointment is 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. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. 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	<ul style="list-style-type: none"> Strong understanding of education, governance and legal frameworks 	E
	<ul style="list-style-type: none"> Proficient in the use of Microsoft Office to include Word, Excel and Powerpoint 	E
	<ul style="list-style-type: none"> Commitment to continuing professional development 	E
	<ul style="list-style-type: none"> Awareness of safeguarding obligations. 	E
	<ul style="list-style-type: none"> Degree or equivalent professional qualification, or significant governance experience. 	D
	<ul style="list-style-type: none"> Experience employed in a governance or education related role. 	D
Knowledge/ experience	<ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements. 	E
	<ul style="list-style-type: none"> Proven experience of working in a team to serve multiple customer types. 	D
	<ul style="list-style-type: none"> Familiarity with multi-academy trusts, governance structures, and compliance requirements. 	D
Skills/abilities	<ul style="list-style-type: none"> 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 licence – 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: _____