



**Rivermead Inclusive Trust**

Long Catlis Road,

Gillingham,

Kent. ME8 9TX.

Telephone: 01634 961080

Email: [RIToffice@rivermeadinclusivetrust.org](mailto:RIToffice@rivermeadinclusivetrust.org)

## Job Description

### PA to the Chief Executive Officer /

### Governance Professional

<b>Responsible to:</b>	Chief Executive Officer/Chair of the Trust
<b>Grade:</b>	B1
<b>Salary:</b>	£30,296 to £38,223
<b>Days and hours:</b>	Full-time, flexible working, some evening working will be required.

#### Job Purpose:

- Give full and effective support to the CEO.
- To lead the development and support of governance across the Trust.
- To ensure that the Trust remains compliant with the necessary up to date policies.
- Provide advice and guidance to the Trustees on governance, constitutional and procedural matters.
- Contribute towards the efficient functioning of the Trustees, Local Governing Bodies, and committees.
- To devise and implement systems and procedures across the Trust to ensure effective use of resources.
- To ensure all administrative requirements of Companies House are fulfilled.

#### Key Duties:

##### **Provide advice to the board of Trustees / CEO**

- Advise the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance.
- Advise the board on relevant legislation and procedural matters where necessary before, and after meetings.
- Know where to access appropriate legal advice, support, and guidance, and where necessary seek advice and guidance from third parties on behalf of the board.
- Inform the board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Advise the board on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academy Trust Handbook).
- Offer advice on best practice in governance, including on committee structures both at board and academy level.
- Advise the board on best practice in relation to its scheme of delegation for governance.
- Ensure that statutory policies are in place and that staff revise these when necessary.
- Advise on the annual calendar of board meetings and tasks.
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of trustees taking on new roles, in particular chair of the board or chair of a





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committee.

- Identify priorities, anticipate issues which may arise draw these matters to the chair's attention and propose recommendations.
- Lead on policy review and approval ensuring that they are updated in line with the policy schedule and clearly displayed on Trust website.
- Overseeing Evolve at Trust level to liaise with Chairs of Local Advisory Board regarding residential.
- Have admin responsibility for National College and set up watchlists for all staff including governors and Trustees.

### Effective administration of meetings

- With the CEO and chair of the board prepare a focused agenda for board meetings and committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the articles of association.
- Ensure meetings are quorate.
- Record the attendance of trustees at meetings (and any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences.
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the board) the CEO.
- Circulate the reviewed draft to all trustees/members of the committee, the CEO (if not a trustee) and other relevant bodies, as agreed by the board and within the timescale agreed with the board.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

### Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix.
- Advise the board on the DfE's recommendations and guidance in relation to members and trustees.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and, where required, ensure information is published on the website.
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any trustee where it is appropriate to do so.
- Maintain a record of training undertaken by members of the board.
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the governing board on succession planning (of all roles, not just the chair).

### Manage Information

- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership.





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- Maintain copies of current terms of reference and membership of any committees, working parties and trustees with specific oversight of an area e.g. SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of governing board correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school(s) and published as agreed, for example, on the appropriate website.
- Ensure those clerking at academy level maintain appropriate records.
- Manage the flow of information from trust board to local academy committees and vice versa.

### People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders.
- Oversee the clerking arrangements at academy committee level.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

### Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management meetings.

### Additional Services

- Clerk any statutory appeal committees/panels the board is required to convene.
- Assist with the elections of parent and staff governors.
- Maintain a file of relevant DfE guidance documents.
- Prepare briefing papers for the board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the board from time to time.
- Establish and maintain good professional relationships and ensure effective communication across the schools in the Academy Trust.
- To work closely with the Finance Director to co-ordinate the conversion process for schools.
- Organise and present information for reports in a variety of formats.

### PA to the CEO

- Manage and maintain the CEO's diary and ensure that the CEO is fully prepared for all meetings and Engagements with relevant briefing notes.
- Manage CEO's travel, balancing cost and time efficiency as well as processing expenses.
- Conduct regular diary meetings with the CEO to discuss upcoming engagements and invitations and all other requests for the CEO's time. Responding to invites and making necessary arrangements.
- Work on delegated projects and research as directed to support the CEO in their meeting preparation.
- Schedule meetings between the CEO and their direct reports and the committees and groups of which they are a member.
- Liaise with external event organisers and hold the administrative and organisational responsibilities related





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to our external event calendar.

- Filter general information, queries, phone calls and invitations to the CEO by redirecting or taking forward such contact as appropriate.
- Manage the process from “start to finish” of obtaining briefings and papers (as required) from the Leadership Team on behalf of the CEO, to ensure that they are fully prepared for all meetings.
- Support and develop internal & external stakeholder relationships including the Chair of Trustees and individual Trustees.
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the CEO.
- Handle confidential information; organise and maintain files.
- Meet and greet CEO's guests and ensure they are looked after.
- Update Trust website as directed by the CEO.
- As directed by the CEO, support the core team in their day-to-day activities ensuring that support is given where needed.

Carry out any other duties as reasonably required by the CEO to contribute to the smooth running of the Academy Trust.

This role will evolve over time and the post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The post holder is expected to always demonstrate a high level of professionalism and confidentiality, be able to work under pressure and meet tight deadlines. They will be proficient at problem - solving and ideally have experience of developing their skills in a working environment.

### **Essential Criteria:**

A strong track record in supporting and developing governance/clerking in multiple settings.

### **Effective communication**





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Grade C, GCSE (or equivalent) in English and Maths.

Excellent organisational skills- a strong team player.

Excellent communication and negotiation skills; able to work effectively and sensitively with a wide range of people.

Excellent IT skills, including word and excel.

Methodical and efficient time manager with the ability to organise and prioritise own workload; able to work calmly under pressure and to meet deadlines.

Ability to work on your own initiative and to take responsibility for individual pieces of work.

Ability to maintain confidentiality.

Sound judgement.

Hard working and committed.

Flexible and responsive to change.

Self-motivated and proactive.

Ability to deliver a high level of customer service to the Trust.

**Desirable Criteria:**

Knowledge of education / schools / academies.

Knowledge of school-based software.

Advanced EXCEL and word processing skills.

Experience of legal matters.

