



Job Description

PA to Chief Executive and Governance Professional

<p>Purpose</p>	<ul style="list-style-type: none"> • To be pivotal in ensuring the seamless operation of the governance structure across the Wessex Learning Trust organisation. This multifaceted position encompasses a diverse array of responsibilities, ranging from legal compliance to stakeholder management. • To oversee all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements, and provides strategic leadership of services that support governance across the Trust. • To organise board meetings, the preparation of minutes and action points, and to ensure that the Trust Board functions efficiently, providing valuable insights and context to the board to support informed decision-making. • To provide assistance to the Chief Executive and Deputy Chief Executive to ensure that the Trusts objectives are accomplished, operations run efficiently, Trust policies are expedited, communications with all stakeholders are managed and events, meetings and calendars are organised.
<p>Reporting to</p>	<p>Trust Chief Executive and Chair of the Trust Board</p>
<p>Salary</p>	<p>Grade 10 Points 26 – 31</p>

<p>Key Strategic Leadership Responsibilities</p>	<p>Leading Governance Services</p> <ul style="list-style-type: none"> • Advise the Trust Board on governance matters and ensure adherence to regulatory requirements. Work with Trustees and Executive Leaders to ensure support for governance is compliant, effective and contributes towards Wessex’s strategic priorities being met. • Act as the lead adviser and point of contact on issues relating to the ‘governance’ of schools and or the Trust. • Act as the lead advisor on governance for Kings Fitness and Leisure (KFL) and the Mid Somerset Consortium (MSC) and their accountability to the Wessex Trust Board. • Develop and implement the Wessex strategy for effective governance support services. • Evaluate, re-design and monitor the governance support structure along with the Chief Executive, Deputy Chief Executive and Director of Operations.
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**Key Operational
Leadership
Responsibilities**

- Assess capacity and develop the governance structure in line with organisational growth.
- Ensure effective communications are maintained with Partnership Boards, Kings Fitness and Leisure, the Mid Somerset Consortium and stakeholders such as the Department for Education (DfE).
- Lead on the facilitation of the Wessex Members.

Leading Partnership Bodies

As well as acting as the main point of contact for queries relating to governance within the Trust, lead Wessex Clerks proactively, updating Partnership Bodies by providing advice and guidance on:

- Complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them.
- Quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk.
- High level issue resolution.
- Triage suspension and permanent exclusion appeals with schools, working with the Trust Safeguarding and Educational Welfare Manager.
- Highlighting evidence based best practice, policy and thought leadership in school governance.

Leading Trust Governance

- Facilitate the Wessex Learning Trust Board and committee meetings by supporting with timely preparation and distribution of papers, agendas and take minutes during meetings (meetings take place out of school hours), ensuring these enable the successful delivery of strategic objectives.
- Clerk meetings of Kings Fitness and Leisure Operational Board and the Mid Somerset Consortium Strategic Board.
- Keep the Trust Board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics.
- Set the cycle of Trust Board and committee meetings and prepare focused agendas.
- Ensure all meetings are inclusive and well structured.
- Satisfy all aspects of meeting compliance as stipulated in the Trust's Articles of Association and the Academy Trust Handbook, and in accordance with arrangements agreed by the Board.
- Develop Trust governing structures, particularly in relation to committee structures and the Scheme of Delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness.
- Develop, review and maintain governance documents, such as Articles of Association, Scheme of Delegation, terms of reference, role descriptions and code of conduct.
- Develop record management and communication methods that are fit for purpose and maintain confidentiality.

- Oversee a strategy and protocol for recruiting Local Partners and Trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organization.
- Lead on the strategy and planning of Trustee and Local Partner induction and CPD.
- Develop and oversee systems for Trust Board self-evaluation and review, including commissioning of external reviews.

PA (Personal Assistant) role

- Manage professional scheduling for the Chief Executive and Deputy Chief Executive, including agendas, mail, email, phone calls, and other Trust logistics.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to wider Executive Leadership Team, Trustees, Trust Management Group and organisation networks and staff body.
- Manage the Chief Executive and Deputy Chief Executives' travel logistics and activities.
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, and maintenance of filing system and contacts database.
- Maintain professionalism and strict confidentiality with all materials.
- Organise team communications and plan events, both internal and off-site.
- Initiate new network opportunities to support the Trust growth strategy and contribute to the onboarding of new schools.
- Oversee the Trust policy framework ensuring all policies are revised and ratified within a timely manner.
- Maintain the Trust complaints log, triage parental or community complaints to schools and offering solutions. Ensure complaints are dealt with appropriately in a timely manner, ensuring the outcome is recorded. Keep the Chief Executive updated regarding the ongoing complaints and their outcome.
- Develop knowledge of Trust processes, plans and objectives as well as inspection criteria and judgements, in order to support and advise the Chief Executive/Deputy Chief Executive, Trust Members and Trustees, Trust Headteachers, Trust Executive Leaders and other staff.

Leading on Compliance, Legal Regulation and other Regulatory Frameworks

- Prepare and submit a diverse array of legal and regulatory documents. From annual reports to financial statements and statutory filings, ensure that the Trust fulfils its legal obligations. Meticulous attention to documentation is crucial for maintaining the Trust's standing with regulatory authorities and fostering stakeholder trust.
- Manage information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements.
- Maintain appropriate records of Trust Board and Partnership Board membership, along with any terms of reference.
- Maintaining the Trust Policy Register and advise on the policy review and approval cycle, ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the Trust and/or school website) and in line with statutory requirements.

- Ensure that governance-specific risks are included in the Trust's risk register.
- Develop trust-specific documents such as a governance code of conduct and skills matrix.
- Maintain the Trust's online governance portal.

Leadership Management

- Lead Local Partnership clerks, developing and maintaining productive working relationships, including chairing their network meeting.
- Support recruitment and onboarding of the clerks.
- Conduct performance management and appraisals where appropriate.
- Succession plan for different roles in the structure.
- Manage any budget and resources allocated to the governance support function.

Maintaining Ethics, Relationships and Communication

- Uphold ethical standards and, with the Director of People and Culture, contribute to the development and enforcement of the code of ethics within the organisation. This involves instilling ethical principles in decision-making processes, conducting ethics training for Trustees and Partners, and overseeing the implementation of ethical practices across governance.
- Work collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of Wessex strategic objectives.
- Ensure relevant authorities are notified of changes to membership and governance structures as appropriate, including the Bath and Wells Diocese.
- Be a role model for effective and ethical governance including role modelling the Nolan Principles and upholding the Trust's Christian Dimension with Church Schools.

Delivering wider and targeted support

- Oversee recruitment, election/appointment and induction for different governance tiers.
- Oversee a CPD offer/development programmer for Trustees and Local Partners.
- Organise reviews and self-evaluation.
- Organise targeted support and intervention when circumstances require.

Compliance of governance - monitoring across Wessex

- Maintain central record systems to include attendance at meetings and training sessions by Members, Trustees, Partners, members of staff and clerks.
- Carry out routine reporting, such as regarding board vacancies.
- Ensure different tiers of governance are properly constituted.
- Monitor compliance with Scheme of Delegation.

	<ul style="list-style-type: none"> • Ensure systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation. • Stay vigilant about changes in legal requirements, assess their impact on the Trust, and develop strategies to meet compliance obligations. Avoid legal pitfalls and build a reputation for integrity and adherence. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. This post will require an enhanced DBS check, online checks and medical clearance.</p> <ul style="list-style-type: none"> • To ensure the aims, priorities and policies of the Trust are adhered to. • To always act as a positive representative of the Trust and its learners. • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress. • Attend relevant meetings, participate in training and other learning activities and performance development, as required. • Take on additional responsibilities, as required by the Chief Executive and wider Wessex Executive Leadership Team.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

PA TO CHIEF EXECUTIVE AND GOVERNANCE PROFESSIONAL - PERSON SPECIFICATION

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development or training	E
EXPERIENCE	
An up-to-date knowledge and understanding of governance within the education sector	E
Experience of co-ordinating dealing with a range of high-profile executive leaders and external stakeholders	E
Experience of organising calendars, events and efficient systems of minute-taking and document presentation	E
Good understanding of the education sector	E
Experience of managing change and implementing new systems/procedures/controls	E
Regulations around data protection and accessibility	E
SKILLS	
Excellent communication skills.	E
Excellent numeracy/literacy skills.	E
Ability to interpret complex regulations.	E
Ability to influence and negotiate with varying stakeholders.	E
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.	E
Enviably attention to detail	E
PERSONAL QUALITIES	
High professional and personal standards	E
Work on own initiative and have a pro-active approach to problem-solving	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Experience of building excellent working relationships	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E