



**North East
Learning Trust**

Governance Assistant
Applicant information pack

Governance Assistant

Required as soon as possible

Grade 5/6, SCP18 – SCP25

£30,559 – £35,235 FTE (starting salary depending on experience)

Permanent, 37 hours per week

Working for North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school networks in the region. Our vision is simple and shared by all staff – that every child experience excellence every day – as part of the Trust Head Office team you will play an important role in supporting front line staff to deliver outstanding outcomes for children across our region. As we continue to expand, this is a great opportunity for you to grow and develop.

We are looking to appoint a self-motivated and enthusiastic Governance Assistant to assist the Governance Manager in providing a wide range of services to our twelve schools in relation to Governance, Policies, School Admissions, Data Protection and Complaints, in addition to providing a full clerking service to Members, Trustees and Local Academy Councils.

This post may offer a hybrid method of working; you will be based at our Head Office in Peterlee with the ability to travel to schools in the local area, and you will have the flexibility to work from home for part of the week.

The successful candidate will:

- Have experience of best practice administration procedures and systems
- Have excellent organisational skills and time management skills
- Be an excellent communicator
- Understand the importance of accuracy and attention to detail
- Have a flexible approach to work and be able to travel

We can offer:

- Excellent working environment and ethos
- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members



Closing Date:

Monday 20 January 2025 at 9.00am

Interviews will be held on Thursday 30 January 2025.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to humanresources@nelt.co.uk or by post to North East Learning Trust, Human Resources, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU.

For an informal discussion or further information, please email Joanne Barker, Governance Manager at joanne.barker@nelt.co.uk

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post: Governance Assistant
Responsible to: Governance Manager
Salary Band: Grade 5/6, SCP18 – SCP25

Job Purpose:

To assist the Governance Manager in providing a wide range of services in relation to Governance, Policies and School Admissions.

Duties and Responsibilities:

To support the Governance Manager in providing a professional and effective clerking service to Members, Trustees and Local Academy Councils including:

- Planning, preparing, and circulating agendas and supporting documentation for all meetings in accordance with statutory deadlines.
- Clerking meetings of the Local Academy Councils and Interim Academy Boards and drafting accurate and high-quality minutes that reflect decisions, challenge, and support.

To support the Governance Manager to carry out the role of Data Protection Officer including:

- Supporting the investigation of data breaches at Trust and Academy level and maintaining and updating a central database for data breaches.

To support the Governance Manager in relation to Admissions and In-Year Transfers including:

- Coordinating and managing the process relating to Admissions for all Academies within the Trust.
- Maintaining waiting lists for all Academies within the Trust.

To support the Governance Manager in reviewing and updating statutory and non-statutory policies including:

- Maintaining the Trust and Academy policy review schedules.
- Reviewing and updating statutory and non-statutory Trust and Academy policies in accordance with the Trust policy review schedule and relevant statutory and non-statutory guidance.

To support the Governance Manager in governance work:

- Providing advice and support to individuals wishing to make a complaint
- Supporting Academies in responding to subject access requests.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding:

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification

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	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • 5 GCSEs including English or equivalent • NVQ Level 2 qualification in Business or School Administration or equivalent 	<ul style="list-style-type: none"> • NVQ Level 3 Clerking Qualification or equivalent
Experience	<ul style="list-style-type: none"> • Handling sensitive and confidential information with discretion and diplomacy • Working with administration procedures and systems 	<ul style="list-style-type: none"> • Minute taking • Dealing with parents/carers • Dealing with complaints • Accurate record keeping • Proof-reading documents for publication
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent communication skills (written and verbal) • Excellent administrative skills • Excellent organisational skills and time management skills. • Excellent IT skills (Office 365) • Excellent attention to detail • The ability to prioritise and work to meet tight deadlines 	<ul style="list-style-type: none"> • Ability to persuade, influence and negotiate with others
Personal qualities	<ul style="list-style-type: none"> • Work well as part of a team as well as working on own initiative • Flexible approach to work, including the ability to work evenings as required • Ability to independently travel to and from all Academies within the Trust • Committed to the principles of equality and diversity 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

