

KEEN TO DEVELOP YOUR CAREER AND LEARN NEW SKILLS? PASSIONATE ABOUT EDUCATION?

Become a Governance Officer

Part-time. Term-time only. Flexible hours and working location to suit
No previous experience necessary – full training and support provided.

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This is a great opportunity to make a real difference to the educational experience and lives of our amazing children and young people by using your transferable skills:

- Clear communication and advice
- Strong organisation and initiative
- Utmost discretion, integrity and diplomacy
- Sound IT skills e.g. Microsoft 365

Be part of our growing community of schools working with: Emmbrook Infant School and Emmbrook Junior School

The Role:

As part of our governance team, you will support our volunteer Local Advisors. Local Advisors play a pivotal role in the governance of our Trust and its family of schools and include parents and highly regarded members of the community who bring a wide range of commercial, professional and educational expertise to our Trust.

Your vital administrative, organisational and process support and advice will ensure effective and efficient governance at school level that is consistent with Trust wide practice.

If you are looking for a diverse, interesting role at the heart of a friendly, supportive team who are passionate about what they do, we would love to hear from you.

To apply, complete the application form ([here](#)) and email to Mel Knight, Operations Manager, mknight@thecircletrust.co.uk

Closing date: Monday, 5 February 2024 at 9am Interviews: Wednesday, 7 February 2024

For more information: Mel Knight on 0118 338 1961



The Circle Trust – a local, multi-academy trust focused on ensuring the best educational outcomes for our children and young people. www.thecircletrust.co.uk





GOVERNANCE OFFICER OPPORTUNITY PACK

Job description

Title:	Governance Officer for Emmbrook Infant School and Emmbrook Junior School
Salary:	Grade 5 (£13.69 to £14.91 per hour depending on experience)
Contract:	Permanent, part-time, term time only
Hours of work:	Minimum of 2 hours per week with additional hours as required (with typically a twilight meeting once per term).
Reporting to:	The Circle Trust Company Secretary and Chair(s) of Local Advisors

Main purpose of the role

- To provide governance support and advice to the Local Advisory Board(s) to which they are appointed, working effectively and efficiently with key stakeholders including the Chair(s) of Local Advisors, Local Advisors, Headteacher(s) and The Circle Trust Company Secretary.
- To ensure that each school's Local Advisory Board delivers the required key functions and is compliant with legal and statutory requirements and Trust policy.
- To work in line with The Circle Trust's operating procedures and ensure each Local Advisory Board fulfils their roles and responsibilities in relation to the Trust's governance arrangements within the Scheme of Delegation, Terms of Reference and Articles of Association and in line with Trust practice.





Key accountabilities

Governance support

- Deliver high-quality, comprehensive clerking, administrative and process support to each individual school to which they are appointed.
- Prepare agendas for Local Advisory Board meetings in consultation with the Chair of Local Advisors and Headteacher.
- Convene meetings and collate and upload meeting papers to the Trust's information management system (SharePoint) so that documents are available to meeting attendees at least seven clear days in advance.
- Ensure meetings are quorate, inclusive and well-structured.
- Attend all required meetings and draft accurate minutes that record attendance/apologies and capture decision-making processes, actions and responsibilities within defined timescales.
- Provide draft minutes of meetings for approval by the Chair and then despatch approved minutes as required to all Local Advisors and the headteacher and upload to the Trust's information management system within pre-agreed deadlines.
- Maintain records of approved minutes and supporting papers for the public record and for use by Local Advisors, Trustees as well as school and Trust staff.
- Liaise with the Local Advisory Board Chair(s) before the next meeting to receive/provide updates on progress of actions previously agreed.
- Take responsibility for the creation of an annual meeting schedule for each school Advisory Board and circulate to relevant parties.
- Set up and administer Local Advisor panels including panel hearings for complaints and exclusions, seeking advice and support from the company secretary as appropriate.
- Maintain confidential records of Local Advisory Board papers and correspondence as appropriate.
- Oversee the governance pages of the school website(s) to ensure compliance with statutory and Trust requirements.
- Work with the headteacher and Chair of Local Advisors to keep all school policies up to date and accurately uploaded and recorded on the Trust information management system.
- Support the Company Secretary in maintaining a schedule of policies ensuring that the Headteacher is alerted in advance when policies are due for review and approved policies and key documents are published on the school website and Trust information management system when required.

- Maintain accurate, up to date Local Advisor records and registers, including members, terms of office, training and professional development, declarations of interest and DBS and other relevant checks.
- Ensure this information is up to date on the school website and 'Getting Information About Schools' as required.
- Co-ordinate and ensure safeguarding and other relevant checks on Local Advisors are carried out and recorded and reported as required.
- Support Local Advisor board self-evaluation, skills audit processes and training and professional development.
- Work with the Local Advisory Board regarding Local Advisor recruitment and succession planning as required, advising the Chair of Local Advisors in advance of the expiry of Advisors' terms of office and the impact of this on the Board's capacity, diversity and skills mix.
- Maintain and keep up to date the Local Advisory Board area on the Trust management information system in line with Trust procedure.
- Liaise with the Company Secretary as may from time to time be required to provide effective and efficient governance across the Trust.

Advice

- Advise the Local Advisory Board on their legal duties and responsibilities, national and Trust guidance and policies, constitutional requirements and board procedures, annual tasks and decisions, seeking support from the Company Secretary where required.
- Accessing advice from the Company Secretary as appropriate.

Training and development

- Keep up to date with current educational developments and legislation affecting school governance as well as changes in Trust governance policy and practice.
- Draft briefing papers for the Trust governance team as required.
- Contribute to the coordination of learning and development opportunities for Local Advisors, including induction and continuing professional development.
- Participate in annual performance management with the Company Secretary and Chair of Local Advisors.
- Complete training requirements in a timely manner.

To carry out tasks as reasonably required by the Chief Executive Officer.



Details of line management

This post is line managed by the Company Secretary in consultation with the Chair of Local Advisors.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.





GOVERNANCE OFFICER OPPORTUNITY PACK

Personal specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Minimum educational qualifications to A Level or equivalent.</p> <p>Good literacy and numeracy skills.</p> <p>Strong IT skills (MS Office experience, including word-processing, spreadsheets and e-mail).</p>	
Competence Summary (knowledge, abilities, skills, experience)	<p>Verbal and written communication.</p> <p>Advisory skills (recommending a course of action).</p> <p>Experience of building good working relationships across a range of stakeholders.</p> <p>Able to work constructively as part of a team and independently.</p> <p>Strong organisational and planning skills and ability to implement and adhere to processes and procedures.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Experience of general clerical/administrative work.</p> <p>Experience of minute taking, preparing agendas and papers.</p> <p>Able to produce correspondence.</p> <p>Willing to attend twilight meetings and travel to local schools.</p>	<p>Experience of working within a learning environment.</p> <p>Previous or current experience of Clerking.</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Knowledge of the core governance functions and elements of effective governance and practice as they apply to the school/Trust</p>
Work related personal requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality.</p> <p>Discretion, integrity and diplomacy.</p>	
Other work requirements	<p>Suitable to work with children.</p> <p>Participate in training and development opportunities.</p>	
Attributes	<p>Personal integrity and commitment to the 7 principles of public life.</p> <p>Respect for confidentiality.</p> <p>Confidence and resilience (to challenge where necessary).</p> <p>Commitment to professional development to maintain knowledge and improve practice.</p>	



GOVERNANCE OFFICER OPPORTUNITY PACK

The Recruitment Process

Safer recruitment

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Closing date

The closing date for applications is **9am on Monday, 5 February 2024**. Please send your application to Mel Knight, Operations Manager. Email: mknight@thecircletrust.co.uk
Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews on **Wednesday, 7 February 2024**.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

Data protection

In completing this application form you should refer to the [Recruitment Privacy Notice](#). The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.



ABOUT THE CIRCLE TRUST

The Circle Trust, established in 2018, was created to serve the area of Wokingham and the surrounding area.

The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

The Circle Trust is a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition to seek the highest academic performance. Currently, the Trust includes two secondary schools-The Emmbrook, St Crispin’s, and six schools at the primary phase - Nine Mile Ride Primary School, Shinfield Infant and Nursery School, Wescott Infants, Westende Junior School, Emmbrook Infants and Emmbrook Juniors and continues to grow.



In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach, our way of working and indeed the ethos of how we operate. It is a name that is deliberately neutral and without association of a specific school. In our Trust, we know it is important to treat every school as individual and unique and feel strongly that a name shouldn’t be connected to a single institution. One of our core values is that of being inclusive and so we wanted our name to encapsulate all sorts of schools whatever their type or phase.



Collaboration is important to us. Being part of our multi-academy trust does not mean working exclusively within the Trust. We encourage schools to retain their relationships with other local and national partners. The Circle Trust is not, and will never be, a franchise model requiring schools to work in a regulated and specific way. We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained.

We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account, we don’t want to change schools, we want to help them be better. As a Trust we take this aligned approach and our ambition is clear, to improve the educational outcomes for children and young people.

Our Trust therefore provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives for their school.



At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery-18 years), The Circle Trust is able to provide school improvement advice and strategy based on consistency and fluency in education.

We are able to create and promote an educational environment for the 21st century with wide-ranging opportunities for our students; accommodating a wider breadth of activities for the more able pupils as well as enabling primary age pupils to access the secondary phase specialist teacher, resources and facilities more easily.

Bespoke strategies to address the ‘dips’ in learning usually associated with transitions and transfers from school to school which begin with the opportunity for mixed age work, stage not age and learner mentoring and exploits distinctive opportunities for flexible deployment for staff. Simply put, we promote the potential to stimulate the development of imaginative approaches, which focus on achieving high levels of success for all.





ABOUT WOKINGHAM

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year.

We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

WE LOVE OUR TOWN AND LOOK FORWARD TO WELCOMING YOU.