



The Cornovii Trust

Required from September 2022 or as soon as possible thereafter:

Trust Governance, Compliance and Risk Professional

Part-time, Permanent

18.5 hours; 38 weeks term time which can be worked flexibly, including some home working.

Grade 9; SCP 28-31 £13,267 - £15,121 p.a. (actual salary)

[Whole year £32,798 - £35,336 p.a.] (Pay award pending)

Responsible to: The Chief Executive Officer

Thank you for your enquiry about the above post. This is a permanent, part time position and the hours can be worked flexibly across our Trust of five schools. The post could be based at a variety of the school's, depending upon need and is also suitable for some home working.

This role could also be combined with a clerking role for the governing body of a school or schools within the Trust. Number of hours / availability / commitment to be agreed and can be flexible. Please see the separate advert for Clerk to the governors.

Alsager Multi Academy Trust (AMAT) and Brine Multi Academy Trust (BMAT) are planning to merge from September 2022 and become known as The Cornovii Trust.

The Cornovii Trust will comprise of 5 schools consisting of Alsager School, Alsager Highfields Primary, Weston Village Primary School, Brine Leas School and Audlem St. James C of E Primary. We have aspirations to grow this number and work collaboratively with other schools in the near future.

A full driving licence is essential as you will need your own vehicle with business insurance (Travel expenses will be paid).

Overall purpose of the job:

Contribute towards the efficient functioning of the Trust Board and its committees by providing:

1. Organise full board and committee meetings, ensuring coordination and effective communication between them.
2. Work with the Chair and other senior trust leaders to formulate meeting agendas and papers.
3. Advise trust leaders presenting and reporting to the board or committee meetings.
4. Collect, organise and distribute agendas, minutes, reports or other relevant documentation ahead of meetings.
5. Ensure that all meetings are minuted, that meeting minutes are certified, and that appropriate records are maintained.
6. Keep accurate records of matters, actions and decisions arising from meetings, and follow up on these as required.
7. Ensure that boards, committees and meetings are properly constituted, and that clear terms of reference are in place.
8. Establish, implement, and monitor the election and appointment of processes for Members, Trustees and local governing bodies.
9. Support the effective induction of new Members, Trustees and governors, including arranging DBS checks.
10. Lead and manage the Trust's clerking/governance support team, determining their roles and objectives, reviewing performance and managing their professional
11. Arrange the annual Members' meeting, including preparing and circulating documents, supporting Trustees preparations, and minuting the meeting.
12. Ensure the Trust complies with its legal framework including funding agreement etc.
13. Maintain the Trust's registers of Members, Trustees, board member interests, meeting attendance records, skills audits, gifts and hospitality accepted and refused, local governing body interests, local governing body gifts and hospitality and respond to requests concerning the information contained therein.
14. Support effective stakeholder communications, and lead on governance-related communications.
15. Act as the Trust's deputy data protection officer, ensuring compliance with data protection regulation and best practice, responding to Freedom of Information and subject access requests, and advising on data protection where required.
16. Ensure the Trust remains compliant in all areas and advise Trust leaders on all matters relating to compliance (training will be provided).
17. To support Trust leaders in their risk management processes and procedures (again, training will be provided).

Notwithstanding the detail in this outline, in accordance with the The Cornovii Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Chief Executive Officer from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

Principal Responsibilities:

1. Provide administrative support for the Chief Executive Officer to support them in managing the Trust.
2. Manage and Clerk all Trust meetings at Members and trustee level and ensure they are compliant with current legislation, DfE and EFSA guidelines.
3. Manage and lead the governor clerking team across 5 schools and also the Trust to ensure that all three layers, Governors, Members and Trustees are fully up-to-date in terms of training and ensure that records of training are maintained.
4. Ensure all Local Governing Body documentation and meetings are called, clerked and managed appropriately by the clerking team. This includes ensuring all relevant paperwork and administrative tasks are fulfilled in advance of and following meetings. That accurate records are kept robustly, consistently and accurately. That they are published/made available as required.
5. Maintain a record of membership of school's local governing bodies and advising schools when and how to fill vacancies.
6. To act as a point of communication between the three levels of governance and provide any advice/support as necessary.
7. Lead and be responsible for recording and monitoring Trust compliance, including all school Trust details with government bodies, school websites, pecuniary interests etc. Advising the Chief Executive Officer, Headteachers, Members and Trustees on policy practice, legislation and implementation.
8. Maintain a record of membership of Trustees, Members and Governors, notifying of any vacancies, arranging for elections and advising the Trust Board on strategies for recruiting.
9. Maintaining an attendance record of Trustees and Members notifying anyone whose membership lapses because of non-attendance or become disqualified for some other reason.
10. Maintain the register of financial and personal interests of all the three levels of governance and advising people on declarations of interest, this including the governing body of school's.
11. Plan and organise the annual meeting schedule for the Trust – ensuring all three layers of governance are ordered correctly, including financial and personal interests.
12. Ensure compliance with the law as regard public access to papers at all three levels. Responsible for Trust compliance including GIAS, websites, governance etc.
13. Act as a Deputy Data Protection Officer (training will be provided).

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working in the Cornovii Trust is demanding but the rewards are commensurate in an organisation with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The Trust and it's school's are proud of their supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

The Coronovii Trust is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post appealing, we would like to hear from you. Application is by completion of the Trust's two part Application Form. CV's will not be accepted.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described. The supporting letter should be no more than 2 sides of A4 and font size no smaller than 10.

The closing date is **12 noon on Monday, 4th July 2022**. Interviews are likely to be **held w/c Monday 11th July 2022**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen



H.R. Manager
Alsager School
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org. All electronically submitted applications will be acknowledged.

Please note that you will be required to sign a paper copy of your application if you are invited to interview.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

BPi/June2022

Further details about the Trust are available from our website: www.thecornovitrust.org



PERSON SPECIFICATION

Job Title: Trust Governance, Compliance and Risk Professional

Grade 8 ; scp 28 - 31

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education including GCSE Grade C/4 or above in Maths and English • Be able to demonstrate a willingness to attend appropriate training and development. • Willingness to undertake additional training or make a commitment to attend the National Training Programme for Clerks or its equivalent. NGA? 	
Experience	<ul style="list-style-type: none"> • Experience of working as a member of a team. • Experience of working in a multi-disciplinary way 	Working in an environment where experiences include knowledge of the Educational Sector
Skills, Knowledge and aptitudes	<ul style="list-style-type: none"> • Effective communicator (written and oral) including writing agendas and accurate concise minutes. • Discretion, tact and diplomacy • Ability to maintain confidentiality • Able to work flexibly and to prioritise work to meet and manage tight deadlines without compromising accuracy. • ICT including keyboarding skills • Organising meetings. • Record keeping, information retrieval and dissemination of governing body data/documentation. • Knowledge of governing body procedures. • Knowledge of educational legislation, guidance and legal requirements. • Knowledge of Data Protection legislation. 	
Other requirements	<ul style="list-style-type: none"> • Self-motivated with an ability to use own initiative • Be a person of integrity. • Be able to maintain confidentiality. • Be able to remain impartial. • Have a flexible approach to working hours. • Be sympathetic to the needs of others. • Have an openness to learning and change. • Have a positive attitude to personal development and training. • Have good interpersonal skills • A full driving licence 	

APPOINTMENT OF: Trust Governance, Compliance and Risk Professional

TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

Successful candidates will be asked to complete a medical health questionnaire via occupational health, this is purely used to inform us of any health issues that may require reasonable adjustments to assist in their role.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The Trust is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

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

Employing people with a criminal record

The Trust aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

BPi/Cornovii /June 2022