



The NSB Trust

JOB DESCRIPTION

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

NAME:

POST:

Governance Professional for the NSB Trust

Salary Point Range - NSB Support Scale range 5-10

Current rate – pro rata of £23,500 - £25,545

Hours - 16 hours per week, 40 Weeks a year.

The associated hours can be flexibly taken through negotiation. In addition there is a requirement to clerk Trust Board Meetings throughout the school year, which average 6 to 7 a Term (six Term year). These maybe afternoons and / or early evening.

LINE MANAGER: Chair of NSB Trust

All staff are expected to:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Treat students with dignity and always observe proper boundaries appropriate to a professional position
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Uphold the Trust's policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- Follow agreed school policies for communications within the school
- Ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- Comply with the Trust's Health & Safety Policy and undertake Risk Assessments as appropriate
- Be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- Maintain high standards of attendance and punctuality
- Work as a member of the support staff team and contribute positively to effective working relationships
- Communicate effectively with fellow members of the team

- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The specific roles and responsibilities of this post will include:

Act as The Governance Professional

- Keep up to date with legislation regarding the governance of the school and advise Trustees and Governors as appropriate.
- Be the point of contact for Trustees and Governors to telephone/email with requests for paperwork or information.
- Liaise with the Executive Head and Chair of NSB Trust to prepare the agenda and accompanying papers for Trust Board Meetings.
- Liaise with the Chair of the Members to prepare the agenda and accompanying papers for meetings.
- Clerk the Members, Trust Board and Trust Committee meetings, type and circulate the minutes.
- Co-ordinate the election of new governors to the Local Committees.
- Be responsible for the dissemination of information (e.g. minutes of meetings) on to the Governance Section on MS Teams.
- Type correspondence for the Chair of The Trust as and when requested.
- Circulate Trust Board papers and documents as required.
- Update the Governance section of the Trust and Schools websites as necessary.
- Type Senior Staff minutes as necessary.
- Process confidential papers on behalf of Senior Staff, as necessary.
- Process exclusion paperwork and records.
- Co-ordinate the process for dealing with complaints against the school.
- Maintaining a Trust Policy Register and advise on review and approval cycle.
- Ensure that 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 /School website) and in line with statutory requirements.
- Develop Trust documents such as a Code of Conduct and Skills Matrix.
- Maintain the Trust's online Governance Section on MS Teams.
- Assist and advise on the strategy of governance induction and CPD. Maintain a log of statutory training for Members, Trustees and Governors.
- Develop and oversee systems for Trust Board self-evaluation and review, including the commissioning of external reviews.

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

**This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.
July 2024**

Closing Date:

Monday, September 2nd – 9am

The Trust reserve the right to close the advert early if we find a suitable candidate.