



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Application Pack for:

Governance and
People Administrator



GOVERNANCE AND PEOPLE ADMINISTRATOR

The Diocese of Gloucester Academies Trust (DGAT) is an Academy Trust comprising 22, soon to be 24, schools situated in the Diocese of Gloucester with whom there is a close working relationship. The Trust is seeking to appoint a Governance and People Administrator who will provide outstanding administrative support to the Head of Governance and People.

You will be responsible for supporting the administration of the conversion process when new schools join the Trust and supporting, the co-ordination of the on-boarding process.

You will build close working relationships with our local governing boards and clerks and support them in using GovernorHub to ensure efficient and compliant local governance.

You will support the Head of Governance and People by providing administrative support for the development of template recruitment and induction documentation and guidance and the induction of new central team members.

You will also assist in the maintenance of central staff HR records.

The successful applicant must be flexible, show initiative and discretion with an excellent understanding of handling sensitive and confidential information.

You will be able to implement specific projects as assigned by the Head of Governance and People therefore strong organisational skills are essential.

If you feel that you have the necessary skills and competencies and want to work in an organisation that makes a difference to the lives of over 4000 children, we would love to hear from you!



Essential requirements are:

- * Evidence of relevant professional qualification or experience.
- * Strong evidence of IT and project implementation skills.
- * Excellent organisation skills and an ability to streamline processes for maximum efficiency
- * Excellent written skills, including the production of detailed high-level, strategic Board minutes and all means of internal and external communications with scrupulous attention to detail.
- * Demonstrable experience of professional administration skills.
- * Excellent interpersonal and communication skills – an attentive listener and team builder.
- * Sympathetic and supportive of the Christian nature, vision, values and aims of the Trust and the Board of Education.

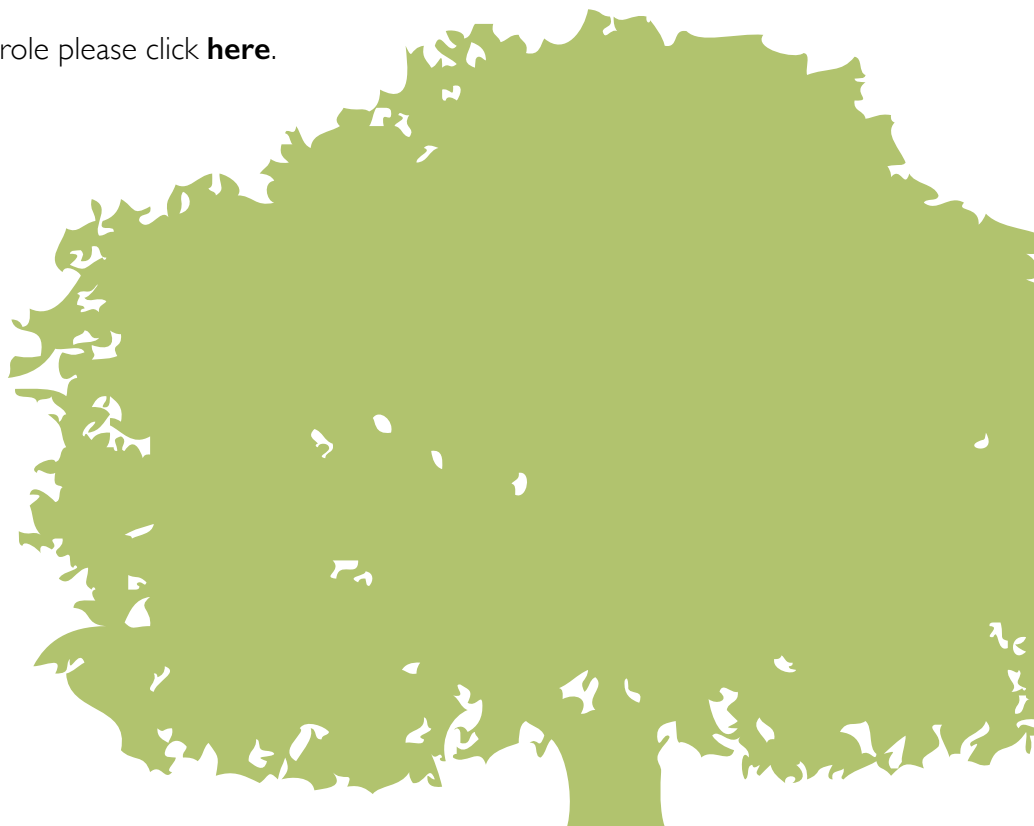
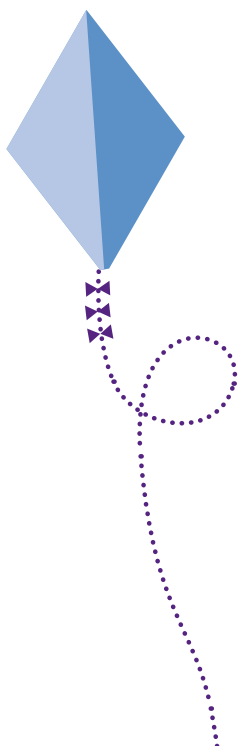
Desirable requirements are:

- * Experience in using GovernorHub

How to apply:

If you would like an informal discussion about this role, please email recruitment@dgat.org.uk using the heading, 'Governance and People Administrator – informal discussion request' and include your contact numbers in the body of the message. Nicki Wadley, our Head of Governance and People, will contact you.

To complete an application for this role please click **here**.



THE VISION OF THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

Our VISION is to enable all to flourish

Our AIMS are to be:

- * Authentically Christian
- * Boldly passionate about excellence in learning
- * Relentlessly driven in our aspiration for everyone

Our CORE PRINCIPLES

These underpin all we do and all the decisions we take.

- * We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- * Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity.
- * We act with integrity; we are open to challenge and we are reflective about our practice.
- * We treat everyone with dignity and respect.
- * Through collaboration, in a nurturing community, we grow, learn and achieve.

A picture of who we are

As a Trust set up by the Diocese of Gloucester Board of Education, all we do is steeped in both the National Church of England Vision for Education: Deeply Christian – Serving the Common Good and the diocesan LIFE vision.

Deeply Christian - Serving the Common Good is permeated by four core elements WISDOM, HOPE, COMMUNITY, DIGNITY. Our work is rooted in these elements and in all our schools these will be in evidence in our decision making, our relationships, our communications and our learning.

Together the Trust Board, central staff and our school communities are united in enabling children and staff to grow, flourish and succeed in an environment of educational excellence.

Enjoyment

Passion

Inspiration

Creativity



JOB DESCRIPTION

Job Title: Governance and People Administrator

Salary Range: £25,300-£29,300 starting salary negotiable according to experience

Hours: Part time 22.5 hours per week (FTE 37.5) Working pattern open to discussion

Responsible to: Head of Governance and People

Line Management: Head of Governance and People

Based at: 3 College Green, Gloucester GL1 2LR with the opportunity for some homeworking

A. MAIN PURPOSE OF ROLE

- * To provide a high level of administrative support for the governance and HR functions of the Trust
- * To provide administrative support for the conversion and onboarding of schools into the Trust
- * To provide administrative support for the review and publication of Trust policies
- * To provide high quality administrative support for governance training

B. KEY RESPONSIBILITIES

B.1 Supporting local governance functions

- * Provide support to Local Governing Board clerks with the functionality of GovernorHub.
- * Support the Head of Governance and People to review governance guidance and templates.
- * Undertake an annual audit of the Trust website for compliance.
- * Collate the schools' bi-annual website audits and create a report for the Head of Governance and People.
- * Under the direction of Head of Governance and People provide advice, guidance and support for the election and appointment of local governors.
- * Liaise with the Diocesan Board of Education (DBE) team on the appointment of Foundation Governors and inform the DBE administrative team about the appointment of Trust LGB Chairs, Headteachers and Clerks.
- * Provide all aspects of administrative support for the Chairs' Group meeting including attending to take notes (this is an evening meeting 6.30pm – 8.30pm 3x per year).



B.2 Supporting HR functions

- * Support the Head of Governance and People with the collation and reporting of workforce statistics.
- * Provide administrative support for the development of template recruitment and induction documentation and guidance.
- * Provide administrative support for the induction of new central team members.
- * Support the Head of Governance and People with the maintenance of central staff HR records.
- * Maintain full confidentiality in all HR work.
- * Ensure all HR paperwork is managed in line with GDPR.

B.3 Supporting the conversion and onboarding process

- * Under the direction of the Head of Governance and People provide high quality administrative support to the process to onboard new schools.
- * Under the direction of the Head of Governance and People set up the workflow and due diligence documents for all school's joining the Trust.
- * Following completion of each conversion file all documentation, including legal documents and conversion workflow documents.
- * Attend the monthly academisation meeting and take notes and record any actions agreed.
- * Ensure the conversion growth tracker is updated in a timely way.
- * Agree meeting dates with pipeline schools.

B.4 Supporting the review and publication of Trust policies

- * Ensure the policy review dates are added to the Executive Leadership Team's calendars.
- * Update the Trust policy review schedule when policies are ratified.
- * Ensure policies are included on the appropriate agenda of the Trust Board or the appropriate committee.
- * Ensure policies are published on the Trust website when ratified.
- * Ensure policies and the policy review sheet are attached to the weekly Herald once ratified.
- * Where required complete a first review of policies.

B.5 Supporting governance training

- * Provide pre and post course information to attendees of governance training.
- * Maintain a register of attendance at governance training.
- * Support with the planning and set up of governance training courses – room booking, refreshments, register, room set up, photocopying etc.
- * Create and collate course evaluation information.

C.1 Professional Development

- * Participate in professional development and learning opportunities which support the role.

C.2 Personal Commitment

- * To always uphold the vision and values of the Trust
- * To be well organised, achieve deadlines and submit all elements of the work promptly.

Safeguarding Children and Young People

DGAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. All staff must confirm that they have read and understood the DfE statutory guidance *Keeping Children Safe in Education Part 1* and are committed to first class safeguarding within the Trust, following the Trust's child protection and safeguarding policy and supporting full compliance of individual academy policies within their respective role.

Other Responsibilities

- * To contribute to a positive team atmosphere, and public image of the Trust.
- * To always act professionally and with integrity.
- * To undertake continual professional development and learning.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed. The post-holder is expected to maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented.



For any queries please email recruitment@dgat.org.uk using the heading 'Governance and People Administrator – informal discussion request' and include your contact numbers in the body of the message. Nicki Wadley, our Head of Governance and People will contact you.

To find out more about DGAT, please visit www.dgat.org.uk

Closing date for applications: 5pm on Wednesday 24 April 2024

Interviews: Thursday 2 May 2024

Thank you for your interest in this role.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

WE ARE WORKING FOR EQUALITY IN EMPLOYMENT



The Diocese of Gloucester Academies Trust,

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www.dgat.org.uk

Registered Office: 3 College Green, Gloucester, GL1 2LR.
Registered in England, Company Number 08149299.