

# VISION

MULTI ACADEMY TRUST



**GOVERNANCE & HR CO-ORDINATOR  
APPLICATION PACK**

## Why Join Vision Multi Academy Trust?

Vision Multi Academy Trust is a community of schools in which our children come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive, caring inclusive environment.

The schools in our trust have come together to recruit, retain and develop the highest quality staff in order to deliver the best educational outcomes – and be the employer of choice.

Our people are at the heart of our success. We invest in our staff with support, coaching, mentoring, and a wide range of training programmes available at every stage of your career.

Our staff have access to a generous health and wellbeing package which we are continually developing.





## **GOVERNANCE AND HR CO-ORDINATOR**

### **Vision MAT Central Team**

#### **Job Description**

<b>Salary range:</b>	Grade 10, £24,508 to £26,794 per annum
<b>Reports to:</b>	Chief Executive Officer (CEO) and Chief Operating Officer (COO)
<b>Working pattern:</b>	37 Hours per week, term time only, Monday to Friday
<b>Base:</b>	Vision House, Higher Lane, Whitefield
<b>Key contacts:</b>	Trust Executive Team, Head Teachers, Office Managers, Local Governing Bodies, Members and Trustees

Trustees are looking to appoint an enthusiastic, organised and self-motivated person to provide a high-quality governance, compliance and HR admin function to a small but growing multi-academy trust. The successful candidate will ensure the effective and efficient delivery of administrative and support services.

The role will involve;

- ➔ supporting the COO in the delivery of governance services and activities across the Trust
- ➔ supporting the COO with the delivery of HR management across the Trust

The successful candidate will contribute to the effectiveness of the Trust at the highest level, communicating within the Trust between Head Teachers, Governors, Trustees and Members on behalf of the CEO and COO.

#### **PRINCIPAL RESPONSIBILITIES & DUTIES**

##### **Governance & Compliance**

- ➔ Serve as administrative liaison and support for the Trust Chair, assisting Trustees, Members and Governors with arrangements, information and training as needed
- ➔ Responsible for making notes at meetings in order to produce minutes to an agreed timescale
- ➔ Make room bookings and other arrangements for meetings (including drafting agendas and co-ordinating papers) and attend Local Governing Body and Trust Board Meetings as Clerk, taking minutes and advising on procedure
- ➔ Maintain and update statutory compliances, required databases and records in respect of Trustees and Governors
- ➔ Advise on the annual calendar of board meetings and tasks

- ➔ Administer the Trust's systems and procedures for: declarations of interest; gifts & hospitality and complaints
- ➔ Maintain discretion and confidentiality in relationships with Governors, Trustees, Members and colleagues
- ➔ Maintain the calendar of regular business and reporting and support the scheduling of meeting dates
- ➔ Maintain training calendar and compliancy for Governors, Trustees and Members.
- ➔ Carry out Trustee and Member inductions
- ➔ Seek best practice for policy and procedure across governance

#### HR

- ➔ Co-ordinate the recruitment process across the Trust
- ➔ Produce HR reports from the online HR systems as and when required
- ➔ Carry out staff sickness stage meetings as appropriate
- ➔ Undertake HR admin activities
- ➔ Support with minute taking for HR meetings
- ➔ Promote staff health and wellbeing and signpost staff where applicable to support services
- ➔ Enter and maintain HR system as required.
- ➔ Manage information and administration systems; maintain manual and computerised filing systems; organise and retrieve information.

#### Administrative Support

- ➔ Production of reports, presentation slides, meeting notes, letters and emails.
- ➔ Any other reasonable duties commensurate with the level for the post, which may be required from time to time.
- ➔ Undertake project work, as instructed by the COO

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The successful candidate will be required to undertake the training necessary to carry out the role.

**Additional information** – Trust Board Meetings and Local Governing Body Meetings take place in the evening and Time Off in Lieu will be given for attendance.

## PERSON SPECIFICATION

	Essential	Desirable/ An Advantage
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➔ Good numeracy and literacy skills/GCSE (or equivalent) Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>➔ Educated to degree level or equivalent</li> <li>➔ Qualification in governance professional/clerking</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➔ Experience of minute taking and servicing committees</li> <li>➔ Maintaining records and systems of reporting</li> <li>➔ Experience of providing office administrative support</li> <li>➔ Experience of dealing with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>➔ Experience of supporting governance in the public or charity sector</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>➔ Evidence of Continuing Professional Development</li> <li>➔ Willingness to undertake specific training/ study to complement experience if relevant qualifications not held/ completed</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>➔ Proficient with Microsoft and Google</li> <li>➔ Fully competent at using ICT</li> <li>➔ Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels</li> </ul>	
<b>Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>➔ Ability to work independently and to tight deadlines</li> <li>➔ Excellent organisational, planning and prioritisation skills</li> <li>➔ Able to work as part of a team and contribute towards its success.</li> <li>➔ Hard working and committed</li> <li>➔ Flexible and responsive to change</li> <li>➔ Self-motivated and proactive</li> <li>➔ Ability to deliver a high level of customer service to the Trust</li> <li>➔ Ability to network and maintain effective relationships with trustees and other trust partners.</li> </ul>	

Vision Multi Academy Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. This is in line with our commitments to safeguarding.

For more information or to visit our head office at Vision House, please do not hesitate to contact Donna Cartwright, Chief Operating Officer at [dcartwright@visionmat.com](mailto:dcartwright@visionmat.com) or phone 0161 711 1540.

Closing Date: **Friday 28 January 2022 at 12 noon**

Shortlisting: **Friday 28 January 2022**

Interviews: **Friday 4 February 2022**

Application forms are returnable to Donna Cartwright at [dcartwright@visionmat.com](mailto:dcartwright@visionmat.com).