



Trust Governance Professional

Post Title:	Trust Governance Professional
Dates:	Apply by midday Friday 2 nd May 2025
Location:	NSMAT Head Office, Birmingham or Remote
Salary:	Grade 5 - £28,954 - £31,677 FTE (Actual salary is pro-rated)
Reporting to:	Trust Lead for Governance
Contract type:	24 hours per week, term time only – With option of additional hours depending on experience and flexibility into other areas'
Contract term:	Permanent

Nishkam Schools Multi-Academy Trust (NSMAT) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The appointment is subject to an enhanced DBS check and other pre-employment checks including but not limited to digital screening, medical questionnaire and positive references.

Overview

As we seek to grow our governance team we are looking to appoint a strong administrator as a Trust Governance Professional to provide dedicated, professional support to our Local Advisory Boards (LAB's). This role supports the Local Advisory Boards to fulfil their strategic role; minute taking; administrative support and providing procedural advice.

Applicants must have outstanding organisational and administration skills and have a calm approach with excellent attention to detail. They will also need to be an effective communicator, be very proactive, have good interpersonal skills, be able to work independently and demonstrate initiative. You will have a shared commitment to our virtues, working collaboratively to ensure our central services underpin our priorities for school improvement.

There is a robust induction process and CPD (Continuing Professional Development) programme which will include learning about the education sector, governance and compliance.

Local Advisory Board and Meetings

- Advise the LAB's on its core functions, responsibilities in relation to the Trust's scheme of delegation, governance legislation and procedural matters where necessary before, during and after meetings.
- Support with the development of the annual calendar of Local Advisory Boards meetings and agenda items.
- Support with the appointment of governors relevant to vacancies and identified skills gaps.
- Work with the Chair and School Leader and those preparing papers to ensure all papers are available on time. Distribute the agenda and papers in accordance with the agreed timescales.
- Ensure meetings are quorate and record the attendance of governors at meetings, including any apologies, whether accepted or not.
- Attend meetings of the Local Advisory Boards to take and prepare detailed minutes, recording all decisions accurately and objectively, including indicating timescales and who is responsible for any agreed action. Facilitate the completion of actions within the agreed timeframes.
- Submit draft minutes and actions log to the Chair and School Leader within the timescale set out for quality assurance.

Governor Support

- Support governors to complete skills audits and advise on training requirements to fill skills gaps.
- Ensure that all governors are supported to have access to the governor resources and appropriate documents and induction materials.

- Ensure newly appointed governors complete their Governor Induction Programme successfully with the support of the Chair.
- Contribute to the induction of governors taking on new roles, in particular the Chair of the Local Advisory Boards and link governor roles.
- Collate and maintain information about members of the Local Advisory Boards including any pecuniary interests and information required for the national governor database (GIAS) within the agreed timescales.
- Maintain a record of training undertaken by members of the Local Advisory Boards with a specific focus on safeguarding and other statutory training to be completed by governors.
- Maintain meeting attendance records, reaching out to governors who are not attending regularly and advising the Chair of any member's potential disqualification from the Local Advisory Boards through lack of attendance.
- Maintain up to date records of the names, addresses and category of governing body members and category of governing body members and their term of office, and inform the governing body and any relevant authorities of changes to its membership.

Additional tasks

- Ensure that a record of signed minutes of meetings and Ofsted folders are maintained on GovernorHub.
- Maintain records of governing body correspondence.
- Manage the Governance Inbox responding to all queries.
- Preparing rooms for meetings (including booking and catering) where appropriate
- Clerk any additional meetings as required by the Trust.
- Any additional tasks as required.

Continued Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.
- Level 3 Certificate in the Clerking of School and Academy Governing Boards

The Trust

You will be working with a pioneering group, Nishkam Schools Multi-Academy Trust (NSMAT), is in the top 20 Multi academy trusts in the UK. NSMAT is a Sikh ethos, multi-faith multi academy trust nurturing pupils of all faiths and beliefs. The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong virtues-led approach to life.

To apply:

- Apply by completing an application form, <https://nishkamschooltrust.faceed.co.uk/vacancies> by Friday 2nd May 2025
- Please include the following details in the personal statement: Why the post attracts you and why you believe you are the right candidate;

If you would like to find out more about the role please feel free to contact Rita Patel either via email governance@nishkamschools.org or call 0121 348 7665

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths or equivalent (A-C) 	<ul style="list-style-type: none"> Qualifications relevant to the post, e.g. qualifications in administration, education and other relevant work
Experience	<ul style="list-style-type: none"> Experience of minuting meetings. Experience within administration. Familiarity of working to processes and procedures. Experience of using a range of IT software packages including MS Word, Excel, Teams, SharePoint, OneDrive 	<ul style="list-style-type: none"> Held the position of being an effective Governance Professional, in another setting. Experience in an educational environment
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of administrative procedures Be able to maintain confidentiality, integrity and impartiality. Ability to communicate effectively. Strong time management skills with the ability to prioritise own workload and use own initiative. 	<ul style="list-style-type: none"> Knowledge of record keeping Knowledge of governing body procedures Knowledge of the respective roles and responsibilities of the LAB
Skills and Abilities	<ul style="list-style-type: none"> Model and always demonstrate the Trust's core virtues Achieve challenging professional goals A commitment to safeguarding and promoting welfare for all Exemplary levels of integrity Team Player Ability to work accurately under pressure, to tight deadlines. Demonstrate a commitment to and understanding of the achievement of equality of educational opportunity for all children. 	<ul style="list-style-type: none"> Knowledge of school governance and compliance