

JOB DESCRIPTION

Job Title:	Governance and Compliance Administrator (Part time TTO)
Job Purpose:	To provide support to the Clerk to the Governors, Executive Principal and Headteachers.
Responsible to:	Clerk to the Governors

RESPONSIBILITIES AND TASKS

Working under the direction of the Clerk to the Governors, to share responsibility for;

- 1) Policy Management
 - Maintain a register of policies for Graveney Trust and each School, including review and renewal dates.
 - Ensuring the latest policy versions are uploaded to both the Trust and school websites.
 - Upload and update policy documents on internal staff sites/portals.
- 2) Website Compliance
 - Check that the Trust and school websites contain all statutory information and that policies published are in date
 - Liaise with relevant staff to obtain updates or amendments and ensure timely publication.
- 3) Registers of Complaints and Statutory Items
Statutory Items include Subject Access Requests (SARs), Freedom of Information Requests (FOI), Data Breaches, Accidents
 - Maintaining a register of complaints, including responsible staff and response deadlines.
 - Maintaining a register of Statutory Items (SARS & FOIs) ensuring deadlines are met.
 - Maintain and update the Data Breaches Log and Accidents Log.
- 4) Reports Required/Responses
 - Prepare analysis reports for Governors (e.g. suspensions and exclusions).
 - Produce termly reports for statutory logs.
 - Assist with the preparation and checking of responses to SARs and FOIs.
 - Undertake research as required to support governance and compliance functions.
- 5) Governance
 - Upload agenda, papers and reports to the Governors' Portal.
 - Collate the Graveney School Termly Governors' report.
 - Prepare and distribute agendas, reports, and papers to Directors, Governors, and relevant staff.
- 6) Contracts and Financial Monitoring

- Process invoices for contracted services (e.g. catering, cleaning and reprographics)
- Produce monthly printing analysis and charge departments.
- Analyse of staff and pupil catering debts and support debt recovery processes.

7) To undertake any other duties commensurate with the post that may from time to time be required.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and Safeguarding Children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Person Specification

Essential Skills:

Excellent communication and interpersonal skills

Strong ICT skills (Microsoft Office: Word, Excel, Outlook)

Ability to develop and manage administrative systems effectively

Ability to deploy tact, diplomacy and confidentiality in handling sensitive information

A flexible, methodical and well-organised approach to work

Strong time-management skills and ability to prioritise tasks

Desirable Skills:

Experience using school management systems (e.g. SIMS)

Desirable Experience:

Working with secondary aged students or similar environment.

Providing administrative/clerical support, preferably in a school environment.