

Job Description: Regional Governance Officer, Birmingham

Reports to: Head of School Governance

Location: Birmingham with at least 2 days a week spent in schools. Travel to London to participate in all team meetings will be expected at least once every half term (expenses will be paid).

Contract: Permanent, 37.5 hours per week

Pattern: 0.75-1 FTE (standard hours 9am – 5.30pm) with some flexibility to allow for out of hours LGB meetings

Salary: £40,000 to £45,000 FTE (depending on experience) + 11% non-contributory pension

About the role:

The Regional Governance Officer is a key member of the governance support for Ark Schools. The RGO will work closely with the Head of School Governance and other members of the Governance Team to provide comprehensive support to our Schools and Local Governing Bodies

The Regional Governance Officer will also provide clerking support to Local Governing Bodies in their region.

Key responsibilities:

- To be responsible for managing stage 2 complaints, permanent exclusions, independent review panels, and admissions for all schools in the region, ensuring all paperwork is of the correct standard, meetings take place within statutory deadlines, and panels are convened as required
- To be responsible for preparation of all documentation for Local Governing Body meetings, including agenda planning, attendance records and co-ordination of full packs using governor hub
- To be responsible for all governor recruitment, including compliance with legislation (DBS and KCSIE) and the full schedule of governor training. Including managing all term renewals of governors
- To be responsible for co-ordination of Ofsted packs for Birmingham Schools, and key contact between Schools and Chair of Governors
- To have oversight of School's governance page ensuring contact details and governor details are kept up to date
- To work with colleagues across the network to look at ways to innovate and improve the efficiency and effectiveness of local governance, including looking at ways that AI and new technologies and systems can be used to support meeting preparation and minutes

Compliance and Assurance

- Lead assurance audits across non-financial aspects of Ark's work
- Undertake ad hoc audits and compliance reviews

- Support compliance across all entities within the Ark group with all relevant regulation including all non-finance aspects of the Academy Trust Handbook, Charity Commission and Companies House requirements and Master Funding Agreement

Risk

- Work with the Director of Governance to develop and deliver the strategic risk identification model for schools
- To support the annual risk review for Ark Schools

Other

- To be an active participant in supporting the achievement of team objectives
- To undertake any other tasks as reasonably requested by the Director of School Governance
- Support improvement in the governance and assurance framework including the which will further the overall work of the Ark governance team
- To communicate with internal and external colleagues to promote good governance across Ark

Person Specification: Regional Governance Officer, Birmingham

Qualifications

- English and Maths GCSE or equivalent at grade C/4 or above
- CGI qualification or similar (desirable)

Knowledge & Skills

- Experience of governance in an education, public sector, or charity environment
- Experience of organising meetings, agendas and taking accurate and concise minutes
- Exceptional organisational skills and attention to detail
- Experience in working to multiple deadlines and managing competing priorities
- Excellent inter-personal and communication skills
- Experience and knowledge of working within frameworks set by regulators
- Understanding of data protection
- Experience of conducting or supporting investigations

Personal Qualities

- “Can-do” attitude focused on looking for solutions
- Positive, open-minded with a flexible approach
- Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism

Other

- Work in alignment with the Assistant Company Secretary to provide seamless corporate governance support
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).