



**Governance and Compliance Officer
Candidate Information Pack**

Closing date: Noon on Friday 19th March 2021

Interview date: Monday 29th March 2021

Contents

- Letter from the SEL of Orchard Community Trust
- Advertisement
- About the Orchard Community Trust
- Job Description and Person Specification
- The Selection Process

Welcome to Orchard Community Trust

Dear Candidate

Thank you for taking your time to download our application pack and expressing your interest in the post of Governance and Compliance Office at Orchard Community Trust (OCT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within OCT.

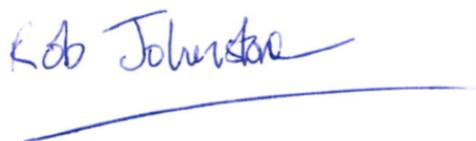
Within the pack, you will find a job description, a person specification, and a brief summary of the Trust and details of how to apply for this post, should you choose to make an application.

We see this role as being very important and critical to the smooth running and leadership of the Trust. This role requires someone with excellent organisational and interpersonal skills and, above all, someone interested in playing a big part in a small central MAT team.

You can find further information about us:

- on our website at www.orchardct.org.uk
- or by contacting us direct at info@orchardct.org.uk
- or calling 01782 883788

I wish you every success with your application and look forward to meeting you in the near future.



Mr Rob Johnstone
Senior Executive Leader

Advertisement

Governance and Compliance Officer 37 hours per week, all year-round

Salary: Level 12 - SCP 34-37

£37,890 - £40,876

Are you interested in joining a Trust with a commitment to making the difference to children and young people?

Do you have an interest in governance, education and ensuring schools can be the best they can be through effective organisation, high expectations and a clear vision?

We are looking to recruit a dynamic Governance and Compliance Officer with a strong understanding of school and academy governance and excellent organisational and interpersonal skills. In this role you will be a key part of a small but friendly central MAT team, and have the opportunity to make a difference to the governance of 7 diverse schools across Orchard Community Trust, supporting the education of over 2,500 pupils/students and employing over 500 members of staff.

In return, we can offer you the opportunity to join a family of schools who are committed to providing high quality education within our ethos, culture and values. We truly believe our staff are our greatest asset in delivering that vision, and we are looking for an exceptional and motivated individual to join our Governance team.

The core responsibilities of the post include:

- Central and local governance management, including leading on Trust Board and Local Governing Board clerking, compliance and Trustee relations, and act as a company secretary to the Orchard Community Trust
- Quality assurance of Local Governing Body clerking, compliance and governance.
- Overseeing, supporting and clerking appeals and other key meetings.
- Oversight of school admissions, support and compliance.
- Oversight of Trust and school level policy and website compliance.
- Leading on Governor recruitment, induction, support training and audit.

Hours of work are flexible to meet the needs of the MAT, Trust and post holder, but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

The post holder will be entitled to 27 days annual leave, plus bank holidays, rising to 32 days after 5 years' service.

To find out more, please visit our website <http://www.orchardct.org.uk/vacancies> where you can download a candidate information pack and an application form.

Interested candidates are invited to contact Rob Johnstone, Senior Executive Leader, to arrange an informal discussion. Email rob.johnstone@orchardct.org.uk

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the Orchard Community Trust website <http://www.orchardct.org.uk>



Our Moral Purpose, Vision and Values

The Orchard Community Trust has the following moral purpose, vision and key aims:

Moral Purpose

The Orchard Community Trust is fully committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where we have the capacity to make a difference, we are morally bound to do so.

Staff at our academies have the opportunity to participate in our full range of training programmes and to work with each other via networks and groups across the MAT. These are effectively led by both Headteachers, Deputy Headteachers and Assistant Headteachers from our schools. Opportunities will be given to all staff to engage in a range of high quality CPD and career development programmes. We also fully recognise the talents and skills of staff and volunteers in our schools and are fully committed to the development of all staff in the MAT. Our range of staff expertise will be shared across our schools via collaborative working to ensure best practice is celebrated and made available to all. The philosophy of school-to-school support, challenge and collaboration is at the heart of the way the Orchard Community Trust will operate and succeed.

Working in partnership with Orchard Community Trust has a number of key benefits for children, staff, Governors and school communities. We would be happy to discuss the benefits with you should you be interested in joining us.

The Orchard Community Trust MAT believes that education is a preparation for life and in the spirit of inclusion, respect and safeguarding we seek to prepare each child to face life beyond the school with confidence, skill and ability to be resilient, to cope and thus to succeed.

Within our Trust Primary and Special Schools:

- We aim to set high standards for personal behaviour and self-regulation, and to promote courtesy, cooperation, consideration and respect for other people of all ages, gender, races, cultures, abilities and backgrounds.
- We aspire to deliver exciting and quality learning experiences in safe, secure and happy environments.
- We endeavour to achieve the very highest standards in every aspect of school life, by making the most efficient use of all the resources available.

Our moral purpose and our focus and determination are centred on the following:

TRUST	RESPECT	FUN
LEARNING	OPENNESS	EXCITEMENT
DIVERSITY	COOPERATION	INTEGRITY
RELIABILITY	REPUTATION	ACHIEVEMENT

Our Vision

Our vision and mission are to have fully inclusive schools working in our Trust, that fully embrace all stakeholders and which celebrate individuality and success by offering a high-quality education and range of opportunities, where everyone makes excellent progress.

About Orchard Community Trust

General Information and Background

Orchard Community Trust (OCT) is Multi Academy Trust based in Stoke on Trent and consists of 7 schools. These are made up of 5 Primary Schools and 2 Special Schools. Orchard Community Trust is a charity and company limited by guarantee, governed by a Board of 12 Trustees who are responsible for, and oversee the management of the company.

Orchard Community Trust was set up in 2019.

The Mission Statement of Orchard Community Trust

As a Trust, we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust Development and Growth

The MAT was established in 2019, bringing together 2 special schools and 5 primary school who had fantastically worked together. As of January 2021, the Orchard Community Trust family of schools consists of 7 schools: 5 primaries and 2 specials. We envisage 2021-2022 will be a year of further consolidation.

Our Ethos

Orchard Community Trust is a proud organisation committed to providing high-quality education for all within an ethos, which encourages academic, vocational, mental, physical, and spiritual opportunities, and development for each member of its academies.

Job Description

This job description sets out the role and responsibilities of the **Governance and Compliance Officer** for the Orchard Community Trust. The post holder will provide strategic and operational governance support services to the Multi-Academy Trust (MAT) and the schools within the MAT.

The core responsibilities of the post include:

- Central and local governance management.
- Oversight and line management of the team of Clerks when needed.
- To lead on Trust Board clerking, compliance and Trustee relations.
- Quality assurance of Local Governing Body clerking, compliance and governance.
- Overseeing, supporting and clerking appeals and other key meetings.
- Oversight of school admissions support and compliance.
- Oversight of Trust and school level policy and website compliance.
- Leading on Governor Recruitment, induction, support and audit.

We are looking for a dynamic individual with a strong understanding of school and academy governance and excellent organisational and interpersonal skills. You will be a key part of a core central MAT team and have the opportunity to make a difference to the governance of 7 diverse schools across Orchard Community Trust, supporting the education of over 2,500 students and employer of over 500 members of staff.

In return, we can offer you the opportunity to join a family of schools who are committed to providing high quality education within the context of our agreed vision and values. We are a small but friendly central team, based out of an office in Watermill School. We have an established vision to provide only the best education for our children supported by staff who are our greatest asset in making a difference to the lives of our students.

Hours of work are flexible to meet the needs of the MAT, Trust and post holder, but will not routinely exceed 37 hours per week. Evening work is to be expected with this post and the post holder is expected to manage their hours accordingly.

Reporting to:	OCT Chief Finance Officer
Accountable to:	OCT Chief Finance Officer of the Orchard Community Trust and the Board of Trustees
Duration of Post:	Permanent
Work Commitment:	37 hours per week, all year round
Salary:	Level 12, SCP 34-37, £37,890 - £40,876
Start Date:	1 st September 2021 or sooner if possible
Line Management:	Any future clerks employed by the Trust
Annual Leave Entitlement:	The post holder will be entitled to 27 days annual leave, plus bank holidays, rising to 32 days after 5 years of service.

Role Description

The role of the Governance and Compliance Officer is crucial to the effectiveness and smooth running of our Trust. They have a central role in providing strategic and organisational support to the Board of Trustees and Local Governing Bodies ensuring that the Trust meets its statutory duties.

The Governance and Compliance Officer is responsible for the management and administration of Academy Trust Board meetings and the local governing body meetings in our schools. The post holder will work closely with the Chair of the MAT, Chairs of Academy Governing Bodies, and Principals/Heads of academies and the SEL of the Trust to achieve this.

The Governance and Compliance Officer is responsible for setting up and overseeing a consistent Trust-wide clerking and governance service, ensuring agendas and minutes are produced in a timely and consistent manner and are of high and accurate quality. This includes the line management of our Governance Compliance Officers and casual clerks.

The post holder is responsible for ensuring an accurate minute of the Trustees and Governors discussions and decisions so that the minutes reflect the support and challenge aspect of the governance work, based on the information that is available to them.

The post holder is expected to be flexible in meeting the needs of individual schools and their governing bodies. Each school and the Trust will require a minimum of six full governing body meetings per year by the Governance team. Extended support may be required by schools wishing to have a clerk present for other meetings, e.g. disciplinary and other hearings.

The post-holder is line managed by and is accountable to the Senior Executive Leader (SEL) and Trust Board.

Job responsibilities

The basic responsibilities of the post are to ensure that:

- The Corporate Governance of the Trust is conducted efficiently.
- Local Governance is conducted efficiently.
- The Trust operates within its powers.
- The Trust follows agreed and proper procedures.
- The Board is supported in developing its expertise and methods of corporate working.

Job summary

The post holder will:

1. Act as advisor to the SEL, Board of Trustees and Chairs of Governors on all issues relating to corporate and local governance, ensuring the OCT corporate affairs are delivered to the highest standards and probity and according to statutory and legislative requirements.
2. Contribute to the formulation of all Governance strategy, policy and the delivery of corporate and statutory objectives.
3. Support the SEL in fulfilling their Accounting Officer responsibility with respect to good governance and maintain the highest standards of prudence, propriety and regularity.
4. Manage the membership function of Orchard Community Trust Board of Trustees and all and local governance groups.

Key Responsibilities

The post holder is responsible for:

1. Corporate and local governance

- Provide independent expert advice and support to the SEL, Chair and Board of Trustees and Chairs of Governors on all matters relating to statutory and legislative compliance and interpretation.
- With the Chair, ensure that the Board of Trustees and its Committees are properly constituted, operated and supported.
- Provide authoritative advice to the SEL, Chair, Board of Trustees and Chairs of Governors on legal, constitutional matters, and the correct and proper conduct of business and meetings.
- Commission and provide briefings for external legal advice where necessary to ensure the efficient and effective resolution of matters.
- Scrutinise and report to the Board of Trustees all new regulatory developments.
- Assess the governance implications of papers put to the Board of Trustees and Chairs of Governors.
- Ensure all registers required by our constitution or related legislation are established and maintained, and along with any appropriate reports, make sure they are available for public inspection.
- With the SEL and CFO, ensure the statutory annual returns, including the annual accounts and report and internal audit reports, are prepared and presented within the prescribed timescales.
- Contribute to the development of systems, control process and risk management arrangements that comply with internal and external governance and best practice requirements and contribute to continuous improvement of the quality of risk information, particularly in the areas of key controls.
- Oversee parts of the Orchard Community Trust complaints procedure relating to Governance.
- Establish and monitor procedures to ensure Orchard Community Trust is able to comply with the requirements of statutory and regulatory frameworks. Continually monitor these to ensure they comply with best practice.
- Co-ordinate and assist with the production of all appropriate reports and forward plans to the relevant bodies and (where appropriate) ensure they are available for public inspection.
- Act as key point of contact between the Board of Trustees and Chairs of Governors.
- Ensure the effective flow of information within the Board of Trustees and Committees, and between the Executive Team and Board of Trustees, through the development and implementation of a sound performance reporting and risk management system and other appropriate mechanisms.
- Act as the main channel of communication and information for Trustees.
- Ensure Orchard Community Trust complies with its constitution and that amendments to it are drafted and incorporated in line with correct procedures.
- Ensure meetings are held in accordance with Orchard Community Trust constitution.
- Ensure effective arrangements are in place for communications with Members, including the facilitation of the company AGM.
- Ensure an accurate membership record is maintained, including for the public.
- Undertake regular monitoring of Orchard Community Trust membership community to ensure it represents diversity of the local populations, recommending strategies to address any shortcomings.

- Manage arrangements for the process for elections and resignations of Members, Trustees and Governors.
- Develop internal and external two-way communication channels with potential Members, Trustees and Governors.
- Establish an effective induction process for Members, Trustees and Governors, and provide advice and support regarding discharge of their duties.
- Identify the ongoing development needs of Members, Trustees and Governors, and agree development programmes where appropriate.
- Local Governing Bodies and committees are supported effectively in their roles.
- Support the Trust Board and Local Governing Boards with the recruitment of new Trustees and Governors, including induction and training once recruited.
- Support the Parent and Student Councils with clerking, advice and documentation as required, including information on the school, any national or local policy changes, and changes to Trustees and Local Governing Boards, in summary form.

1. Company Secretary

Provide a Company Secretary function to facilitate the effective working of the Board of Trustees, its committees and local governing board. Support the Chair of the Trust, SEL and CFO in the effective conduct of governance in particular through:

- Carry out the role of Clerk to the Trust board, its committees and each of the LGB's.
- Planning, preparation and timely submission of agendas, reports, supporting papers and minutes, ensuring they comply with Trust policies.
- Preparing agendas and minutes for the Board of Trustees and its committees and LGB meetings and ensure preservation of proper records of business.
- Organisation, agenda planning, identification and assignment of actions and tasks, determine forward plans for the business of the Board of Trustees and LGBs in consultation with the Chairs and SEL.
- Ensure the business of the Board of Trustees and its committees is planned and the most appropriate committee deals with those papers in the most appropriate way.
- Monitoring the implications of business papers put to the Board of Trustees to ensure follow up of decisions.
- Maintain a calendar of prospective Board of Trustees business to ensure such business is appropriately dealt with within an annual business cycle.
- Reviewing and discussing, as required, the Board of Trustees and LGB agendas to optimise the use of time at meetings.
- Ensure minutes of the Board of Trustees and committee meetings are properly recorded with decisions made.
- Ensuring Trust compliance with Company House, DfE, ESFA and the Charity Commission regularities.

2. Policy Development and group compliance

- Contribute to the corporate development of Orchard Community Trust through the leadership of key areas of policy work defined by the SEL.
- Ensure that all group policies reflect the very best practice with regards compliance.
- Establish and/or join local/regional/national networks to ensure Orchard Community Trust's position at the forefront of MAT development.

- Refine and control the Trust Policy template and register and ensure those staff with responsibility for the updating and management of policies complete updates within a timely manner.
- Develop and maintain internal systems of policy quality assurance and website compliance in our academies and at the central Trust.
- Ensure all Trust and school websites remain compliant and up to date with regulations.
- Ensure that national and local policy changes and requirements for the Trust Board and its schools are communicated to Trustees and Headteachers in a coherent and timely manner.
- Take the lead on due diligence and process for admitting potential new schools to the Trust.

3. Admissions

- To oversee admissions compliance for pupils at all levels by working with school leaders.
- To ensure that individual academy admissions policies are compliant with extant DfE guidance and the School Admissions Code.
- To ensure that Trust admissions arrangements are compliant with the Code and that the practices and the criteria used to decide the allocation of places are fair, clear and objective.
- To ensure that consultation on changes to admission arrangements take place in accordance with the Code, and if no changes are proposed then at least every seven years or as otherwise directed in the Code.

4. Administration and Other Duties

- Claiming expenses in appropriate circumstances and maintaining records of such expenditure.
- Making arrangements for the safe custody of the official records of the Trust's business and records of outstanding business.
- To ensure compliance with any relevant law as regards public access to the Trustees and Governors papers.
- Co-ordinating the involvement of Trust members in Trust level meetings, visits, events, promotions or other such activity, in conjunction with academy staff as appropriate.
- Assisting in the organisation of key Trust events.
- Such other duties as the Chair of the Trust, Trustees, SEL and CFO may from time to time reasonably require.

Person Specification

Attributes (How Evidenced)	Essential	Desirable
<p>Knowledge, Qualifications and Experience</p> <p>Application References Interview</p>	<ul style="list-style-type: none"> • Successful experience of working in an Academy as a clerk or similar • Experience working with an Academy Trust Board • Experience of academies and schools • Knowledge an understanding of academy compliance and school governance • Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development • Evidence of working in an environment where experience include taking initiative and self-motivation, as well as team work 	<ul style="list-style-type: none"> • Relevant professional qualification e.g. ICSA, IAM • Already attended or make a commitment to attend a nationally recognised clerking qualification, for example the National College Clerks to Governors Training Programme or its equivalent • Legal training in school governance • Engagement with, and understanding of, wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs, or the Diocese • Experience in working in a Church of England school and demonstrable understanding of church school distinctiveness •
<p>Skills and Abilities</p> <p>Application Reference Interview</p>	<ul style="list-style-type: none"> • Excellent listening, oral and literacy skills • Ability to organise times and work to deadlines • Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners • Writing agendas and accurate concise minutes and an ability to summarise key documents and reports • ICT including keyboard skills • Organising meetings • Using the internet to access relevant information • Knowledge of governing body procedures • Knowledge of educational legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, Church Authorities and others 	<ul style="list-style-type: none"> • Good and current knowledge of academy governance legislation • Knowledge of Equal Opportunities and human Rights Legislation • Knowledge of Data Protection legislation • Developing and maintaining contracts with outstanding agencies e.g. departments of the LA, Church, Authorities and the DfE
<p>Qualifications</p> <p>Application Certificates</p>	<ul style="list-style-type: none"> • Relevant clerking/Governance qualification • Educated to at least A level standard • Maths and English at GCSE (or equivalent) Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Degree

Personal Attributes Application References Interview	<u>All Essential Criteria</u> <ul style="list-style-type: none"> • Ability to work under pressure an manage multiple deadlines • Person of integrity • Ability to maintain confidentiality • Ability to remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have the openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills 	
Special requirements Interview	<u>All Essential Criteria</u> <ul style="list-style-type: none"> • Ability to work at times convenient to the Trust and LGBs, including evenings • Ability to travel to the meetings • Available to be contacted at mutually agreed times 	

Terms and Conditions

- The employer for this post is the Orchard Community Trust.
- This post requires the ability to travel and work directly with academies and the Trust Board.
- The post holder will be required to work evenings.
- An Enhanced DBS is required for this post.
- The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

All Orchard Community Trust and Academy business should remain confidential to ORCHARD COMMUNITY TRUST

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process

The interviews will be held at the Orchard Community Trust office if possible. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

The post is subject to a three-month probationary period. On successful completion of probation, the post will become permanent.

Timeline

- Closing date: Friday 19th March 2021 at Noon
- Interview date: Monday 29th March 2021

Please return your completed application form via email to info@orchardct.org.uk