



**Healing Multi Academy Trust**

**Governance & Compliance  
Manager  
Application Pack**

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# Welcome Letter

Dear prospective Data Manager,

<b>Recruitment timeline:</b>			
<b>Start Date:</b>	ASAP	<b>Closing Date:</b>	25 <sup>th</sup> June 2021 12.00pm
<b>Short Listing:</b>	w/c 28 <sup>th</sup> June 2021	<b>Interviews:</b>	w/c 5 <sup>th</sup> July 2021
<b>Interview location:</b>	Healing Multi Academy Trust Low Road Healing Grimsby North East Lincolnshire DN41 7QD		

The Trust is at an exciting stage of our journey as we look to appoint an inspirational Data Manager. We have a strong base to build on, as we harness the hard work, dedication and enthusiasm of over 700 teaching and support staff. Our leaders are driven by a moral imperative to make a difference to the lives of the pupils in their care. As a result, all our schools are good or outstanding, or delivering sustained improvement towards good; providing quality educational provision for almost 4,400 pupils aged 3 to 18.

Healing Multi Academy Trust are seeking a dynamic individual with a proven track record of providing a high standard of Governance and Compliance and who will be a key person for providing governance support across the Trust. The role offers a fantastic opportunity for an ambitious professional to play a leading role in the future success of our expanding and developing Trust.

The successful candidate will support and liaise between the Trust and the Trustees and build on the work that has already begun in ensuring that all our academies are working to Trust policies, procedures and practices, including statutory requirements. Based in the Head Office at Healing, Grimsby, the role will report to the Director of Finance and Operations.

## How to Apply

- For an application form, please contact HR at [recruitment@healingmultiacademytrust.co.uk](mailto:recruitment@healingmultiacademytrust.co.uk)
- For an informal discussion about the post please contact Donna Wakefield, Director of Finance and Operations.

I thank you again for your interest and, if you decide to proceed with the application, I wish you good luck with the process.

Yours faithfully,

**Jo Nolan,**

**Chief Executive Officer**

## About Healing Multi Academy Trust

We are committed to a growth strategy which is sustainable, builds capacity and meets the strategic objectives of the Trust. The Trust was set up in 2014, initially with two academies located in the village of Healing in North East Lincolnshire. We are now a Trust with 9 schools, a Teaching School and a School-Centred Initial Teacher Training centre (SCITT) located across North East Lincolnshire and Lincolnshire.

The Trust Executive Team has corporate responsibility for the overall formulation and implementation of strategies and policies approved by the Board of Trustees. It comprises of the Chief Executive Officer, Director of School Improvement, Director of Finance and Operations and Executive Principals.

## Our Vision

We seek to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.

## Our Values

The 6 values that underpin our vision are:

1. We are **child-centred**. We make decision based on what is right for our children and their life chances.
2. We are **inclusive**. We believe that every child can be successful regardless of background or ability.
3. We are **ambitious**. We aim for excellence in all that we do.
4. We act with **integrity**. We promote respect and trust; we value different points of view and beliefs. We actively reject discrimination, racism, bullying, deceit and dishonesty.
5. We are **collaborative**. We work in partnership with all stakeholders including parents, carers and the wider community ensuring a sense of togetherness.
6. We **value** our staff. We invest extensively in outstanding training and development opportunities.

## Our Academies

<b>Ermine Primary Academy</b>	Redbourne Drive Lincoln LN2 2HG 01522 781030	
<b>Great Coates Primary School</b>	Cromwell Road Grimsby DN37 9EN 01472 808608	
<b>Hartsholme Primary Academy</b>	Carrington Drive Lincoln LN6 0DE 01522 683705	
<b>Healing Primary School</b>	Fords Avenue Healing DN41 7RS 01472 882261	
<b>Healing School, A Science Academy</b>	Low Road Healing DN41 7QD 01472 502400	
<b>Lincoln Castle Academy</b>	Riseholme Road Lincoln LN1 3SP 01522 529203	
<b>St Giles Primary Academy</b>	Addison Drive Lincoln LN2 4LQ 01522 785760	
<b>William Barcroft Junior School</b>	Barnett Place Cleethorpes DN35 7SU 01472 501777	
<b>Woodlands Academy</b>	Pinewood Crescent Grimsby DN33 1RJ 01472 500900	

Academy	Local Authority	Date joined	NOR	Phase
Healing School, A Science Academy	N.E Lincolnshire	1 <sup>st</sup> September 2014	984	Secondary 11-16
Healing Primary School	N.E Lincolnshire	1 <sup>st</sup> September 2014	345	Primary
Great Coates Primary School	N.E Lincolnshire	1 <sup>st</sup> June 2016	287	Primary
William Barcroft Junior School	N.E Lincolnshire	1 <sup>st</sup> March 2017	307	Primary-Junior
Hartsholme Academy	Lincolnshire	1 <sup>st</sup> November 2018	404	Primary
St Giles Academy	Lincolnshire	1 <sup>st</sup> November 2018	405	Primary
Woodland Academy	Lincolnshire	1 <sup>st</sup> November 2018	314	Primary
Lincoln Castle Academy	Lincolnshire	1 <sup>st</sup> September 2019	863	Secondary 11-18
Ermine Primary Academy	Lincolnshire	1 <sup>st</sup> September 2019	391	Primary
Humber Teaching School	N.E Lincolnshire	1st September 2014		
East of England Teacher Training (SCITT)	Lincolnshire	1st November 2018		

### About the local area: N.E Lincolnshire and Lincolnshire

For comprehensive information about N.E Lincolnshire and Lincolnshire visit:

<http://worksmartlivewell.co.uk/living-in-ne-lincs/>

<https://www.visitlincolnshire.com>

<https://www.nelincs.gov.uk>



# Governance & Compliance Manager

Post Title:	Governance & Compliance Manager
Contract:	Permanent
Salary:	PO3a Scale Points 35 – 39 (£38,890 - £42,821)
Reporting to:	Director of Finance and Operations
Work Base:	Trust Head Office
Additional:	The Chair of the Trust Board will input into the performance management review for this post

## Overall purpose of the post

The Governance and Compliance Manager is responsible for providing a professional, high quality administrative support service for the Trust in accordance with the Trust's vision, ethos and policies and to ensure that the Trust is compliant with all statutory requirements. They are responsible for ensuring high standards of governance across the Trust including smooth and efficient administration of the Executive Team, Trust Board and its Sub Committees.

## Main Duties and Responsibilities:

### Governance

1. To act as the main point of contact for Trustees for administrative queries
2. To support the recruitment processes of Trustees, including the administration of DBS checks and the maintenance of the Single Central record for Trustees (in liaison with the HR Department)
3. To liaise within the Trust with key individuals such as members of the Executive team, Chairs of Governors, Principals, and other senior leaders
4. To liaise with key external stakeholders such as the Regional Schools Commissioners, Department for Education, Education & Skills Funding Agency and Ofsted as required
5. To assist the Director of Finance and Operations to collate information for reports and returns to government etc. and on occasion draft reports using that information
6. To prepare a report for the Trust Board summarising the Local Academy Council meeting minutes
7. To work closely with the Chair of the Trust Board to ensure that all Trust business is actioned and completed
8. To manage the business and practical arrangements for meetings of the Trust's Board and its Sub Committees in accordance with the Trusts governance framework
9. To line manage the Clerk to the Trust Board and its sub-committees and the Clerks to the Local Academy Councils to ensure a high-quality clerking and administration service observing confidentiality at all times
10. Provide a framework for induction and support programmes for Trustees, acting as the main initial contact for all Trustees queries and requests
11. Overseeing the diarising all meetings of the Trust Board and committees, calling meetings on proper written notice and distributing agendas, minutes and supporting papers
12. Maintaining an electronic register of minutes and issuing certified copies of minutes and placing copies of approved minutes on the website
13. To ensure that all appointments to the Trust Board and committees have been validly made, including:
  - Checking the eligibility of current and prospective members and Trustees

- Ensuring, in liaison with the Director of Finance and Operations, that all appointments to the Trust Board and committees have been properly made in accordance with the provisions of the Articles of Association and minutes are taken appropriately
  - Preparing and issuing Letters of Appointment for newly-appointed Trustees
  - Giving advance notification to the Trust Board of expected vacancies and notifying the Trust Board of all actual vacancies
14. Maintain a database of Trust Board member's details and provide support on the election of new members at Trust Board
  15. To be responsible for administering those procedures which have been approved by the Trust for making certain information available to the public in accordance with the principle of transparent and open accountability, including maintaining:
    - a Register of Members
    - a Register of Members' Interests
    - Ensuring that the Registers and the current Articles of Association are made available for public inspection

### **Compliance**

1. To support the process of self-evaluation and compliance activities and carry out internal compliance checks to ensure that academies are working to Trust policies, procedures and practices, including statutory requirements
2. Keep a register of all Trust policies and their review dates, ensuring policies are reviewed by the appropriate nominated officer and taken to Trust Board for approval. Circulating to all key stakeholders and Academy Council members once the Board has approved them
3. To work with the Finance Department regarding internal audit as required, ensuring that any recommendations for specific academies are implemented in all Trust academies
4. To liaise with the Business Support Officers in maintaining an up-to-date operational risk register
5. Produce reports and data as requested by the Trust demonstrating that statutory requirements are being met
6. Ensure academy websites and the Trust website is compliant with all statutory requirements
7. To support training for key personnel to ensure best practice is implemented in every academy
8. To support new academies joining the Trust to ensure that all Trust policies, procedures and practices are implemented as quickly as possible and to the highest standard
9. To support the Director of Finance and Operations in the co-ordination of academy conversion projects ensuring that all required information is fed to the legal partners in a timely manner

### **GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

### **General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

<b>Person Specification</b>		
<b>Qualifications &amp; Training</b>	<b>E</b>	<b>D</b>
A relevant degree and/or prepared to work toward the Institute of Chartered Secretaries and Administrators (ICSA) – certificate in academy governance professional qualification	✓	
Evidence of continuous professional development and training	✓	
<b>Experience</b>	<b>E</b>	<b>D</b>
Experience of providing advice and support to key stakeholders on good practice regarding compliance measures	✓	
Experience of development and implementation of policies	✓	
Experience of report writing, agenda writing and minute taking	✓	
Experience of working with and for a Senior team and/or Trust Board and Sub Committees		✓
<b>Knowledge and skills</b>	<b>E</b>	<b>D</b>
Excellent literacy, numeracy, communication and presentation skills	✓	
Excellent organisational skills	✓	
ICT literate with a working ability to use key IT software to present work to a high standard	✓	
Ability to build effective working relationships with colleagues at all levels	✓	
Ability to manage and oversee a high-quality clerking and administration service to the Trust Board and its Sub Committees	✓	
Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector		✓
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Ability to command confidence and credibility and maintain strict confidentiality in all matters	✓	
<b>Attributes</b>	<b>E</b>	<b>D</b>
A strong commitment to the Trust values and ethos	✓	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	✓	
A flexible approach and a strong work ethic	✓	
Commercially astute, articulate, technically strong and influential negotiator	✓	
Attention to detail	✓	
High integrity with an ethically sound approach to building internal and external relationships	✓	
<b>Other Duties</b> - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.		

## **Safer Recruitment**

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children.

It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity). All candidates are expected to understand their own responsibilities and duties in regard to child protection and safeguarding with due relevance to the specific post advertised. Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all necessary checks.

