**Job Description**

**Job Title:** Trust Governance and Administrative Officer

**Reporting to:** Director of Finance and Operations

**Hours/weeks worked:** 24-32hrs/week (0.6-0.8 FTE) Full Year

**Salary:** £30,000 (pro-rated)

**Purpose of the Role:**  
To provide comprehensive administrative support to the Director of Finance and Operations (DFO) and Trust Leadership, ensuring the smooth running of governance functions, board and committee operations, and compliance within the Trust. The role involves liaising with internal and external stakeholders professionally, managing governance documentation, and supporting HR and school administration processes.

**Main Responsibilities:**

**1. Administrative Support:**

* Support the Central Team, including the DFO, with diverse administrative tasks.
* Take accurate minutes at key meetings and manage correspondence.
* Maintain an up-to-date calendar of appointments and ensure timely communication.
* Develop and maintain efficient administrative systems, ensuring confidentiality and accuracy.
* Keep abreast of new administrative software and tools.

**2. Governance:**

* Organise and coordinate Trust Board and sub-committee meetings.
* Prepare agendas, distribute documents, collate reports, and minute meetings.
* Maintain governance registers (members, interests, attendance) and update relevant statutory bodies (Companies House).
* Ensure compliance with statutory and regulatory requirements (DfE, Charity Commission, Companies House).
* Liaise with trustees and school governors, advising on governance procedures and scheme of delegation.
* Support the Trust in handling complaints and governance-related queries.

**3. HR Administration:**

* Maintain central employee files, DBS checks, and absence records.
* Manage recruitment, onboarding, and sponsorship processes for central staff and trustees.
* Employee Sponsorship management.

**4. School Administration:**

* Maintain the Trust’s Single Central Record
* Assist with due diligence and administration for potential new centres.

**Person Specification:**

| **Criteria** | **Essential** | **Desirable** |
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| **Experience** | Minimum 3 years’ experience in school administration and governance | Experience in a trust-level education environment |
| **Qualifications** | Successful qualifications in English and Maths (grade C/4 or above) | Relevant administrative or governance qualifications (e.g., ILM, CIoL, or equivalent) |
| **Skills & Knowledge** | Strong written and verbal communication skills  Accurate minute-taking  Knowledge of governance procedures and statutory compliance  Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)  Knowledge of relevant legislation and policies | Experience with governance software / database management |
| **Personal Attributes** | Excellent organisational skills  Attention to detail  Discretion and confidentiality  Ability to work collaboratively and independently  Strong interpersonal skills | Ability to relate well to children and adults |

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| **Red Balloon Educational Trust Staff Commitment** |
| * Safeguard and promote the welfare of students * Abide by the philosophy and practice of Red Balloon * Foster good working relationships with colleagues across Red Balloon Educational Trust * Attend staff meetings and in-service training (INSET) * Provide feedback to colleagues, commissioners and parents/carers as required * Undertake professional development |