



**Ambitious  
about Autism**

# Governance Assistant

Job description, 2024

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# Job description

<b>Job title</b>	Governance Assistant	<b>Team</b>	Finance and Planning
<b>Job band</b>	Circa £33,000 FTE (pro rata)	<b>Reporting to</b>	Head of Governance and Compliance
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Key internal relationships</b>	Director of Finance and Planning, Head of Governance and Compliance, Chief Executive Officer, Executive Assistant team

**Approved by:** Director of Finance and Planning

**Updated:** July 2024

## Role purpose

To provide effective and efficient support to the Trustees and members of Ambitious About Autism and the Ambitious About Autism Schools Trust; administering Board and Committee meetings and producing high quality minutes; facilitating the recruitment and induction of new Trustees and Governors; ensuring compliance with regulatory reporting requirements.

To provide support to the Head of Governance and Compliance, furthering the corporate and departmental objectives within the Governance teams across our educational settings and the charity and enabling the smooth running of team administration.

## Key accountabilities and dimensions

### Governance support:

- Working with Trustees and the Chief Executive, ensure that Ambitious about Autism and Ambitious about Autism Schools Trust have a highly effective and fully compliant set of governance arrangements.
- Supporting compliance with the Charity Governance Code, Care Quality Commission, the Charity Ethical Principles developed by NCVO, and the Department for Education Governance handbooks for academies, multi-academy trusts and maintained schools.
- Taking the lead on administrative support for all Board and Committee meetings, including diary management, agenda drafting, minute-taking and any other practical arrangements required.
- Acting as a key point of contact for the Trustees and enabling their active involvement with the organisation.
- Facilitating Trustee recruitment and induction, ensuring all new Trustees are able to access the information and tools needed to work effectively and maintaining a record of their onboarding information
- Supporting the Head of Governance and Compliance to enable Ambitious about Autism and Ambitious about Autism Schools Trust's statutory compliance including ensuring all relevant returns and reports are filed with Companies House, Care Quality Commission, the Education and Skills Funding Council, the Charity Commission and other regulatory bodies on a timely basis.

- Coordinating the ongoing development of the overall policy framework and ensuring that policies are in place and are adequate and regularly reviewed at an appropriate level.
- Supporting the Company Secretary in ensuring that governance arrangements are conducted in accordance with the legal framework.
- Supporting the clerks to the Governing Bodies to ensure that a consistent quality approach is applied to governance across all education settings.

### **Complaints Management:**

- Monitoring of complaints received by Ambitious about Autism and Ambitious about Autism Schools Trust and coordinating responses.
- Working with colleagues across the organisation to ensure that complaints are responded to in a timely manner and in accordance with relevant policies.

### **Executive support to the Finance and Planning team:**

- Providing basic executive support to the Director of Finance and Planning when requested.
- Supporting procurement activity within the Finance and Planning directorate.
- Ensuring confidentiality and security of all sensitive information and advising the Director of Finance and Planning and Head of Governance and Compliance of any breaches.
- Supporting any potentially sensitive situations including taking the initiative to “troubleshoot” and resolve issues where possible.
- Occasionally communicating with internal and external stakeholders on behalf of the Director of Finance and Planning and Head of Governance and Compliance, including professional advisers; suppliers; sector bodies CEOs and Directors of other charities.

### **Additional duties**

- Providing occasional support to the clerks to the education settings during periods of absence.
- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of Governance and Compliance.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Qualified by certification or experience in providing executive support to senior posts with multiple internal and external stakeholders, in a relevant setting	X
2. Experience of taking minutes of meetings	X
3. Maths and English GCSEs (or equivalents) grade C or above	X
4. Charity or Education sector experience	X
5. Experience of supporting a busy senior management team to achieve ambitious targets and goals and to respond to unexpected opportunities and tight deadlines	X
6. Experience of briefing senior management on potentially serious issues and of troubleshooting and managing reputations and good relationships.	X
7. Experience of observing confidentiality and security/data protection of information and maintaining high levels of discretion whilst party to sensitive information (concerning internal and external stakeholders)	X
8. Ability to work without close supervision, to evaluate progress and to take the initiative to solve problems quickly and effectively.	X
9. Excellent written communication skills, including experience of drafting correspondence on behalf of senior leaders.	X
10. Experience of supporting procurements activities and budget management	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
12. Values driven	X
13. Excellent verbal communications, including skills in assertiveness, negotiation and persuasion	X
14. Excellent planning and organisational skills, including the ability to manage multiple priorities and deadlines	X
15. Ability to maintain accuracy, attention to detail and a measured approach particularly under pressure	X
16. Strong negotiation skills internally and externally to ensure objectives and priorities are met and expenditure minimized	X
17. Highly IT literate; experience of pulling together presentations and documentation	X
18. Ability to adapt, be flexible and work innovatively	X
19. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 18<sup>th</sup> August 2024</b>
Candidates informed of outcome of application	<b>Thursday 22<sup>nd</sup> August 2024</b>
Interviews (these will be conducted online via Teams)	<b>Thursday 29<sup>th</sup> August 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.