

Governance Development and Partnership Officer

Part-Time (0.4) | Permanent

Salary: Cognus Band 1B - £28,275.30 – £32,686.18 per annum, (Pro-Rata - £11,310.12 – 13,074.47)

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

Cognus Limited is a Local Authority Traded Company, which the London Borough of Sutton commissions to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improves the lives of children, young people, and families in Sutton and beyond.

Join Sutton Governor Services and help shape the future of school governance.

Sutton Governor Services is launching an ambitious Strategic Governance Partnership Programme designed to strengthen governance, safeguarding, inclusion and school improvement across Sutton's maintained schools and academy trusts.

We are seeking a highly organised, proactive and relationship-focused Governance Development and Partnership Officer to support the delivery of this exciting programme.

This is a varied and rewarding role that combines governance administration, project coordination, communications and stakeholder engagement. Working closely with the Head of SEND Support and School Improvement, governance professionals, school leaders and governors, you will play a key role in ensuring the successful delivery of governance training, networks, traded programmes and strategic communications.

Our Offer

You will give us great commitment, and in return, we offer an excellent package including:

- i) Starting salary of £11,310.12 per annum (Cognus Band 1B)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package; currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care *[Cognus reserves the right to adjust these additional discretionary benefits to improve the quality of its services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.]*
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

How to Apply

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed [application form](#), downloaded from





<https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability.

Applications should be sent to: recruitment@cognus.org.uk

Closing Date: Friday 3rd July at 12.00 noon

Interview Date: Friday 10th July

For an informal discussion about the role, please contact:

Jane Morgan

Head of SEND Support and School Improvement

Email: Jane.Morgan@Cognus.org.uk

TEAMS:

Safeguarding

All offers of employment are subject to successful completion of recruitment formalities, which include an enhanced DBS check (*where necessary*). These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

Equality, Diversity and Inclusion

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Governance Development and Partnership Officer
DIVISION:	Governor Services
REPORTS TO:	Jane Morgan
GRADE/PAY:	Cognus Band 1B - £28,275.30 – £32,686.18 per annum (Pro-Rata - £11,310.12 – 13,074.47)
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

To provide high-quality administrative, coordination and development support for Sutton Governor Services and the Strategic Governance Partnership Programme.

The postholder will support the delivery of governance training, governor development, governance communications, traded services and stakeholder engagement activities that contribute to effective governance, safeguarding, inclusion and school improvement across Sutton schools.

PRINCIPLE ACCOUNTABILITIES:

Governance Programme Coordination

- Plan, coordinate and monitor project timelines for the annual governance training and the development programme by:
- Administer bookings, registrations and attendance records.
- Monitor participation and accreditation outcomes.
- Coordinate governance forums, conferences and networking events.
- Communications and Governance Intelligence
- Produce and distribute governance bulletins and newsletters.
- Maintain governance communication channels.
- Support publication of governance resources and updates.
- Coordinate governance intelligence briefings and updates.

Governor and School Support

- Respond to governance enquiries from schools and governors.
- Support governor recruitment campaigns and activities.
- Maintain governor databases and records.
- Assist schools in accessing governance support services.

Administration and Data Management

- Maintain accurate records and management information.
- Produce reports on programme participation and impact.
- Support financial monitoring and subscription records.
- Maintain compliance with GDPR and data protection requirements.
- Partnership Working – (acting as a key point of contact for governors and school leaders)
- Develop positive relationships with governors, school leaders and partners.
- Support collaborative working across maintained schools and academy trusts.
- Liaise with external trainers, consultants and governance partners.



Quality Assurance and Continuous Improvement

- Collect participant feedback and evaluation information.
- Support service reviews and continuous improvement activities.
- Contribute to annual service planning and reporting.

General Responsibilities and Accountability

- Promote the safeguarding and welfare of children and young people.
- Comply with all Cognus policies and procedures.
- Promote equality, diversity and inclusion.
- Undertake other duties commensurate with the grade of the post.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and fitness to work with children (occupational health assessment). These checks must have been completed prior to the commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.



CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

No	Description	Criteria
Education and Qualifications		
a)	Educated to A-Level standard or equivalent experience	E
b)	Relevant professional qualification or training in administration, governance, business support or education.	D
c)	Governance Professional/Clerk accreditation or willingness to undertake governance training.	D
Experience		
d)	Experience providing high-quality administrative support within education, local government or a comparable environment. (Essential)	E
e)	Experience organising meetings, events, training programmes or development activities.	E
f)	Experience producing accurate minutes, reports and formal documentation.	E
g)	Experience maintaining databases, records and management information systems.	E
h)	Experience supporting governance, committee or board processes.	D
i)	Experience handling confidential information	E
Knowledge and Understanding		
j)	Experience working with schools, academy trusts or governing boards.	D
k)	Understanding of governance principles and accountability frameworks within education.	D
l)	Understanding of safeguarding, data protection and confidentiality requirements.	E
m)	Awareness of the role of governors, trustees and governance professionals.	D
n)	Understanding of equality, diversity and inclusion principles.	E
Skills and Abilities		
o)	Excellent organisational skills with the ability to prioritise workload effectively.	E
p)	Excellent written communication skills with the ability to prepare professional reports, minutes and correspondence.	E
q)	Strong interpersonal skills and ability to build effective professional relationships.	E
r)	Strong ICT skills including Microsoft Office, Teams, databases and online communication platforms.	E



Personal Qualities		
s)	Commitment to delivering high-quality customer service.	E
t)	Professional, reliable and solution-focused approach.	E
u)	Commitment to safeguarding and promoting the welfare of children and young people.	E
v)	Willingness to work flexibly, including occasional evening meetings.	E
w)	Ability to work independently	E

Key:	D	Desirable	I	Evaluated at interview	
E	Essential	S	Shortlisting criteria	T	Subject to test

