



**George
Heriot's
School**
Founded 1628

Job Description

Job Title: Executive Assistant (Governance & Compliance)
Responsible to: Director of Governance, Risk & Compliance
Hours of Work: Full time; 37 hours per week – year round

Summary

As Clerk to the Board of Governors, the EA provides high quality administrative support for the Board of Governors in their duties and function as Trustees of George Heriot's School. Primarily responsible to the Director of Governance Risk and Compliance, the EA also works closely with the Director of Finance (Treasurer to the Board) and other senior leaders to support all Board-related activities, as well as the annual bursary and awards process and the management of insurance, licensing and other risk and compliance functions with specific requirements under Charities Law.

Key Duties and Responsibilities

The key duties and responsibilities of the role are detailed below. This list is not intended to be exhaustive and may be reviewed from time to time in line with business requirements.

Governance Administration

- Organisation of Governors' Board and Sub-Committee meetings.
- Preparation, collation and circulation of agendas, papers and reports prior to the meetings, in liaison with the Principal, Committee Convenors and Director of Governance, Risk and Compliance.
- Attending all meetings of the Board, Sub-Committees and subsidiary companies
- Taking minutes of all Governor meetings and overseeing minute approval according to agreed process and timescales.
- Collating Action Plans from Governor meetings, communicating with staff responsible for actions.
- Support the Director GRC by following up on actions arising and ensuring tasks are completed in a timely manner by the Board and executive teams.
- Develop and maintain an electronic filing and information flow system.

Governance Compliance

Support the Director of Governance, Risk and Compliance with the following.

- Dealing with all official correspondence, and contracts requiring to be signed in the name of the Governors.
- Maintaining up to date and accurate Trust and subsidiary company records with Companies House and Charities regulator, OSCR.
- Scheduling all Governor Board and Committee meetings and tracking information flow through a governance cycle for effective decision making in line with key school deadlines.
- Working with HR, maintain the record of all Governor appointments/ renewals of terms of office/ resignations, advising the Chairman and Principal of forthcoming vacancies, managing the nomination procedures as appropriate and managing the induction procedures for new Governors
- Supporting the Annual Audit, Accounts signing and Reporting process.

Bursarial and Foundation Applications and Awards

- Support the Director of Finance in the management of the Governance of the Bursarial and Foundation application and awards process.
- Coordinate meetings and communications with the Governors, Director of Finance, Admissions Manager and Foundation Co-ordinator as required.
- Record Bursarial and Foundation awards and process communication to families in conjunction with Admissions, Foundation Co-ordinator and Finance Team.
- Support the Director of Finance to manage communication between recipient families until Bursarial and Foundation cycle is closed.
- Manage Governance of Bursarial and Foundation Award Records to ensure compliance with the Trust's Charitable Purposes and relevant Charities Legislation.
- Support the Director of Finance to oversee and manage additional applications for Bursarial and Foundation awards outside the application cycle.

Governor Event Management

- Ensure Governors are fully informed of all key School activities and events, liaising with the Principal's EA to administer invitations, arrange ticket allocation and assist as required.
- To support the school in hosting the Governors' Annual Founder's Day Dinner, liaising with the Governors, Principal, and the Principal's Executive Assistant.

General

- Provide joint support to the Director of Governance, Risk and Compliance, as required, to ensure the school is meeting its obligations in relation to all aspects

of compliance – e.g.: processing requirements related to insurance and insurance claims, licensing requirements and applications for events.

- Provide support to the Finance Team and Director of Finance (Director of Estates) in relation to commercial lettings as required
- Any other duties as reasonably required by the SMT / Governors

Skills and Attributes Required:

- An understanding and empathy for the ethos and objectives of George Heriot's Trust – including the School and the Foundation which supports children who have suffered the loss of a parent.
- Experience of providing a range of administrative support to Senior Managers and Board members including organisation of large meetings and with experience of taking minutes at Board level.
- Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment.
- Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation.
- Sensitivity to data, probity.
- Ability to work and challenge constructively and suggest improvements where necessary.
- Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team, to make things happen.
- Intermediate to advanced Microsoft office skills, in particular Word, Excel and PowerPoint.
- Rigour in process and experience of creating, documenting and implementing a range of organisational systems, processes and procedures to ensure efficient and effective working.
- Previous experience of working within either a legal or compliance and risk management environment, or Governance role.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust,
Scottish Charity number SC011463*