**Job Description**

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| **Job Title:** | **Governor** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | Led by the Chair and comprising up to 18 other members, the Governors of Dollar Academy are volunteers who act as the trustees of the school and ensure compliance with the charitable purposes set out in the Trust Scheme.  This role is key in supporting the Rector and staff to deliver the high-quality education for which the Academy is famed. This role is a highly strategic one with the overall aim of ensuring that the Academy runs as smoothly as possible and is passed onto the next generation in a sound position at the forefront of Scottish education. |
| **Key Responsibilities and Duties** | Legal and Compliance  Ensure that the school complies with all legal requirements and operates in accordance with the rules set down by the Office of the Scottish Charity Regulator (OSCR).  Fulfil legal duty to act in the best interests of the charity and to manage the Academy’s resources responsibly.  Strategic and Financial Overview / Management  Responsible for determining school fees and budget for expenditure.  Produce a strategy for development of the campus, whilst also ensuring proper maintenance of the Academy’s historic buildings and grounds.  Ensure that the strategic investment in buildings and resources is undertaken within the context of maintaining Dollar Academy’s place as a modern educational establishment whilst taking appropriate account of risk.  Ensure sound judgement in all financial decisions.  Lead, as a board, the recruitment process for the Rector.  School Policy  Oversee development of school policies.  Potential to sit on sub-committees to review school policies with particular focus on Health and Safety, Safeguarding and Wellbeing and Investment.  Ensure published policies and instructions are up to date and the school keeps up, or is ahead of, modern needs in these areas.  **Miscellaneous**  This is a voluntary position with no remuneration. Appropriate expenses will be paid.  Governors typically serve for a fixed term, with the possibility of renewal, and are expected to attend Board meetings (three per year) and other sub-committees as appropriate. The Board meetings are held in person at Dollar Academy, but some of the sub-committees are held online. |

**Person Specification**

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| **Knowledge and Experience** | Background in Business/Finance/Entrepreneurship/Digital Technology/ Architecture/ Fundraising/Law/Buildings/Estate Management would be advantageous but not essential. |
| **Skills and Attributes** | A commitment to the school’s mission, values, and strategic objectives, with a willingness to dedicate time and effort to fulfil the responsibilities of the role.  Commitment to the education of young people.  A desire to ensure that Dollar Academy remains at the forefront of Scottish education.  Ability to act with prudence.  Understanding of risks faced by the Academy.  Excellent communication, interpersonal, and decision-making skills, with the ability to work collaboratively as part of a team. |