



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE:	Governor Support Officer
GRADE:	Band 5
RESPONSIBLE TO:	Senior Governor Support Officer / Governor Support & School Admissions Manager
RESPONSIBLE FOR:	-

Overall Objectives of the Post:

To contribute to the provision of administrative support (including a clerking service) to school and Academy Boards, the discharge of the statutory duties of the Local Authority (LA) in respect of school governance and the development of effective governance (including governor training).

Key Tasks of the Post:

- 1. You will support School and Academy Boards in the programming, convening and conduct of meetings and carry out the duties of Clerk to the Board of Governors. In addition to providing administrative support on school governance matters associated with those meetings. You will:***
 - Liaise with Chairs and Head Teachers/Principals on the programming of meetings of the Board and its committees including the provision of advice on current and new legislation, previous decisions of the Board and best practice.
 - Convene meetings of the Board and its committees to include the expediting, collating, printing and distribution of all necessary reports, calling notices, agendas and other papers.
 - Attend meetings of the Board and its committees to take minutes and advise on school governance matters as they arise.
 - Produce draft minutes of meetings for approval at the next meeting of the Board or committee.
- 2. Take follow-up action resulting from those meetings. You will:***
 - Liaise with Council departments and other agencies on resolutions of Boards.
 - Produce and monitor records of attendance of governors and take necessary action with regard to appointments arising from disqualifications, expiry of office and resignations.
- 3. Provide additional support not directly associated with Board meetings. You will:***
 - Respond to enquiries made through the Helpline.
 - Plan and conduct governor elections.
 - Contribute to the planning, organisation and delivery of governor training.
 - Contribute to the maintenance and interrogation of management information systems.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CH/CL

Date: 31.11.19