

**Job Description**

**Job Title:** Governor Support Officer

**Salary Grade:** Grade 4

**SCP:** 12 - 17

**Job Family:** Business Support

**Job Profile:** BS4S

**Directorate:** Education Services

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Team Leader

**Number of Reports:**

**Purpose:**

To provide an efficient and effective clerking service to the Governing Boards of Schools and Academies.

The Governor Support Officer, as Clerk to the Governing Board, works effectively with the Chair of Governors, the Headteacher/Principal and other Governors to service the needs of Governing Boards of Schools and Academies as defined in their Service Level Agreements.

The Governance Support Officer would be responsible for advising the Governing Board on statutory procedures, constitutional matters, duties and powers and will work within the current legislative framework. The Governance Support Officer will secure the continuity of Governing Board business and observe confidentiality requirements.

In the course of carrying out these duties the postholder will need to liaise with colleagues across the Together for Children and other agencies.

**Key Responsibilities:**

Under the terms of the Service Level Agreements the postholder will act as the Clerk to the Governing Boards of schools and academies and service the needs of those schools to the level of the agreed standard. Although duties will vary between schools they will include:

* 1. Provide Advice to the Governing Body
* Advise the Governing Board’s on governance legislation and procedural matters where necessary before, during and outside of meetings;
* Provide specialist, and sometimes contentious, advice, support and challenge to Headteachers and Governing Boards;
* Secure appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Board;
* Advise on the constitution of the Governing Board and work with the Governing Board to appoint new Governors and maintain full membership;
* Ensure new Governors are provided with induction material and ensure they have access to the appropriate documents, for example the Governors Handbook on the Department for Health website;
* Advise on individual school ranges (ISR) to inform appropriate Headteacher salary;
* Advise Academies on statutory regulations for Company House and Charitable Trust Status;
* Advise Schools and Academy of the statutory requirements for Governance, for example Trust Board and Governing Board members.
	1. Effective Administration of Meetings
* Work with the Chair and Headteacher before the Governing Board meeting to prepare an agenda;
* Liaise with those preparing papers to make sure they are available on time;
* Produce, collate and distribute the agenda and papers, at least seven clear days before the meeting;
* Attend meetings of Governing Boards and their Committees;
* Ensure meetings are quorate;
* Maintain Governor meeting attendance records and advise the Governing Board of non-attendance of Governors;
* Advise absent Governors of the date of the next meeting;
* Take notes of the Governing Board meetings to prepare minutes, including challenge and agreed action;
* Record all decisions accurately and objectively with timescales for actions;
* Send drafts to the Chair and Headteacher for amendment / approval by the Chair;
* Retain a copy of all signed minutes as an archive record.
	1. **Effective Monitoring of Membership**
* Monitor the terms of office of members of the Governing Board and advise the individual Governor, Headteacher and Chair of any terms of office due to expire to ensure elections or appointments can be organised in a timely manner;
* Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning the process of elections;
* Maintain the database of Governing Board membership, for example names, addresses and category of Governing Board members, and their term of office.
* Inform the Governing Board of any changes to its membership;
* In line with Keeping Children Safe In Education ensure all Governors complete a Disclosure and Barring Services (DBS) check;
* Prepare and provide Parent and Staff Governors election, and where necessary, ballot material;
* Initiate a welcome pack/letter being sent to newly appointed Governors including details of terms of office;
* Advise that a register of Governing Board pecuniary interests is maintained, reviewed annually and lodged within the school.
	1. **Information Management**
* Maintain copies of current terms of reference and membership of committees, working parties and Link Governors, ensuring that these are reviewed on an annual basis;
* Maintain a record of Governing Board correspondence;
* Maintain a record of ratified policies.
	1. **Personal Development**
* Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
* Responsibility to keep up to date with legislative changes.
	1. **Additional Services**
* Provision of appropriate advice to members of the public and responding to enquiries and complaints;
* Provide advice and guidance to schools on the appointment of Headteacher and Deputy Headteacher posts;
* Provide support and advice to Governing Boards and parents on the process of pupil exclusions;
* To build up effective and collaborative relationships with all of our schools and academies;
* Contribute towards the development of the Service;
* To work collaboratively with the HR and Finance Departments, to offer schools and academies a seamless service;
* To undertake any other duties as may be required by the Team Leader;
* Assist in the day to day procedures of the Governor Support Team, answering telephone enquiries, photocopying, circulating information, attending and contributing to team meetings;
* Where appropriate, covering for other team members who may be absent from work.
	1. Working Conditions
* Office based with significant pre-arranged and ad hoc off site visits, with varying degrees of physical suitability (low tables/chairs);
* The postholder will be required to visit schools during and outside of the school day, often outside of the current flexible working hours;
* A requirement for lone working and the need to attend a significant number of evening meetings;
* A requirement for lifting and carrying files, laptops etc between sites;
	1. Statutory Requirements:

In line with Together for Children’s statutory requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of records and information, and respect the privacy of personal information held; Comply with the principles and requirements of the Freedom of Information Act 2000 (General Data Protection Regulation May 2018); comply with the Company’s information security standards, and requirements for the management and handling of information; use Company information only for authorised purposes.

* 1. Person Specification

**Flexibility:** A preference for variety and flexibility in work. Characteristics typically include: an ability to work effectively despite changes in colleagues, settings, and environment.

**Communicating (written and verbal):** Able to share information and obtain information from others through written and verbal communication.

**PC Skills:** Able to effectively use a PC to prepare documents, record information or input data.

**Minutes Taking Skills:** Ability to accurately record and transcribe minutes of meetings.

**Organisational Skills:** Ability to organise and prioritise work.

**Knowledge:** Of Statutory regulations and guidance for schools and academies and a willingness to seek advice and support.

**Thoroughness:** A tendency to be thorough and precise in approaching work and managing personal activities. Characteristics typically include: being accurate; finding and correcting errors; and maintaining order in work and personal affairs.

**Collaboration:** Ability to respond sensitively and professionally to the needs and feelings of others.

**Verbal Reasoning:** The ability to extract relevant information from written.

**Composure:** A person’s ability to think clearly and objectively during times of stress or high pressure and remain calm in the face of adversity.

**Person Specification**

 **Position Title: Governor Support Clerk**

**Position Ref. No:**

**Salary Grade: Grade 4**

**Directorate: Education**

**Service: Governors Support Team**

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| **Essential Requirements**  |
| **Qualifications*** GCSE qualifications in English and Maths
* Numeracy and literacy skills
 | Application form/interview |
| **Experience*** Of working to deadlines to complete tasks
* Of providing specialist, and sometimes contentious, advice, support and challenge to Headteachers and Governing Boards
* Using a PC to prepare documents, record information or input data
* Experience of minuting meetings and transcribing the notes to a high standard
 | Application form/interview |
| **Knowledge and Understanding Of*** Knowledge of governance legislation and procedure matters
* The requirements of minuting meetings and transcribing the notes to a high standard
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| **Ability To:*** Ability to advise Governing Boards/Trust Boards on governance legislation and procedural matters where necessary before, during and outside of meetings
* Share information and obtain information, either in writing, in person or over the telephone;
* Work effectively within a busy team environment, be helpful and co-operate with others;
* Extract relevant information from written information;
* Be self-motivated, and committed to excellent work practice;
* Learn minute taking skills;
* Be reliable and self-reliant and to seek guidance when needed**.**
* The need to respond sensitively and professionally to the needs and feelings of others
 | Application form/interview |
| Commitment to Equal opportunities | interview |

 **Author:** Kimberley Richardson

 **Date:** 28th November 2018