

Job Description

Job Title:	Admin Support Officer
Scale:	Grade 4/5
Hours:	37 hours per week.
Contract type:	Permanent, Term Time only.
Location:	Based in Advance Learning Partnership Central Services. Flexible hours in order to attend occasional twilight meetings as required across the ALP schools. May need to travel to meetings if face to face meetings resume/ are held.
Responsible to:	Governance and Compliance Manager
Role Purpose:	<p>To support effective governance by providing governance support services and arrangements within the ALP Governance Team, ensuring that they are consistent with Trust-wide practice, and to provide a full clerking service to schools across the trust. This will include:</p> <ul style="list-style-type: none"> • Supporting the efficient and effective operation of Academy Councils; • Ensuring Academy Councils carry out their functions; and • Supporting development of the Trust's governance framework, its systems, processes, and structures.
Generic responsibilities:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. • To model the values, ethos and vision of the Trust. • Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. • Attend relevant meetings as required, including termly Academy Council meetings.
Provide advice:	<ul style="list-style-type: none"> • Advise the Academy Councils on governance legislation and procedural matters where necessary before, during and after meetings. • Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governors. • Offer advice on best practice in governance. • Support Chair to ensure agenda is achieved; e.g. decision taken, policy approved, report agreed • Advising on Academy Council succession planning.
Effective administration of Governance meetings:	<ul style="list-style-type: none"> • Liaise with the Governance Manager to prepare draft agendas based on the Trust Academy Council schedule of Business and agree with Chair of Governors and Head Teacher. • Ensure meetings are correctly established including quorum. • Record attendance and absence. • Take minutes meeting statutory requirements including highlighting Governor challenge, decisions made and agreed actions. • Produce draft minutes within timeframe requires, sending to the Governance Manager, Chair and HT within timescales required. • Follow up agreed action points with those responsible to ensure progression. • Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner. • Manage Governor records in accordance with Statutory and Trust requirements. • Supporting with Governor recruitment as required and advising on election and appointment procedures.

Job Description and Person Specification

Personal development:	<ul style="list-style-type: none"> • Undertake appropriate and regular training and development to maintain knowledge and improve practice. • Keep up to date with current educational developments, ALP Trust structure and constitution documents and legislation affecting school governance. • Work towards achieving level 3 governance qualification, if not already held • Participate in regular performance management.
Other responsibilities:	<ul style="list-style-type: none"> • Work collaboratively with other key Trust functions including the Executive Team. • Work closely with Academy Council Chairs to ensure strong links between the Trust Board and Academy Councils. • Develop effective and strong relationships with Headteachers and Academy Council Chairs and Governors. • Ensure a high standard of Academy Council impact, effectiveness, and challenge, through effective monitoring of Academy Council arrangements. • Contribute to rigorous and effective methods of Academy Council self-review. • Undertake regular evaluation of the quality of governance, including skills audits and individual reviews for Academy Councils. • Encourage active involvement of Governance training. • Support the development of Governance briefings and training. • Support Academy Council to ensure appropriate preparation for inspection. • Maintain the highest professional standards of conduct and ethics.
Special Conditions:	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Person Specification

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	5 GCSE (A*-C) including Maths and English or equivalent.	*	
	NVQ Level 2 or 3 in Business/School Administration (or relevant subject).	*	
	Commitment to further enhance knowledge & skills.	*	
	Level 3 Governance Qualification (or willingness to work towards).	*	
Experience	Advanced knowledge & skills in the use of MS Word & Excel.	*	
	Experience of working in a school environment.		*
	Previous or recent experience of clerking.		*
	Knowledge of educational legislation, guidance and legal requirements affecting		*
	Knowledge of the Warriner Multi Academy Trust Governance structure and		*
	Knowledge and understanding of Generalist Safeguarding legal		*
Qualities & Values	Excellent ICT skills and data input e.g. Word, Excel.	*	
	Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent organisational skills.	*	
	Ability to organise time and work to deadlines.	*	
	Ability to work accurately with attention to detail	*	
Personal Attributes	Able to follow direction and work in collaboration.	*	
	Able to work as team member to achieve common goals.	*	
	Able to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Able to follow direction and work in collaboration with line management and SLT.	*	
	Ability to use discretion and have an understanding of the importance of confidentiality.		
Special Conditions	Be able to travel and work in all schools across the Trust.	*	
	Be willing to work flexibly and attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.