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| Title | Governance Professional |
| Date | September 2024 |
| Grade | H4 + Fringe Allowance |
| Hours | 8 hours per week (possibly condensed some weeks, including some evening hours), term time only |
| Responsible to | Executive Headteacher + Full Governing Body |

Personal and Professional Standards

- The federation is committed to safeguarding a promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the federation and have regard to the Church of England character of the foundations of the federation and its schools and not do anything in any way contrary to the interest of the foundation.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for own personal development making use of the federation's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the federation community and of its schools, including parents, pupils, all staff, contractors and suppliers and other visitors.
- To actively contribute to the federation's mission statement by forming positive relationships within the federation and schools' community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the federation and its schools, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Head of School.

Job Description

Purpose of Job

- To provide advice, guidance and effective administration to the Governing Body and its committees, ensuring it is properly constituted and that information is managed effectively in accordance with legal requirements.

Key responsibilities

- Ensuring that all statutory requirements are met, providing advice on legal issues and matters of protocol;
- Build effective professional relationships with the board, external contacts and others;
- Co-ordinating the work of the governors' committees to enable an efficient and effective programme of meetings to take place;
- Typing, compilation and dissemination of agendas, minutes and all other papers according to agreed schedules;
- Attending and taking minutes at governing body meetings (generally held on Wednesdays 7-9pm, not more than 18 times per year);

- Making sure that board papers are clear and accurate and that minutes capture discussion points;
- Ensuring that outstanding action points from governor meetings are acted on;
- Ensuring that governor meetings are quorate;
- Organising the election of parent and staff governors as required;
- Booking rooms for meetings and arranging refreshments;
- Providing secretarial support for governors;
- Ensuring copies of statutory policies and other school documents approved by the Governing body, are kept in school and published and updated as required;
- Maintaining governors' files and minutes including governor attendance and training records;
- Attending training relevant to the role
- Know the Governance 'Code of Conduct', strategic purpose and Instrument of Governance;
- Administer procedures for filling vacancies on the board;
- Support the board with carrying out self-evaluation exercises;
- Undertaking any other duties as reasonably required by the Chair of Governors;
- Understand the principles of confidentiality and apply this to the role and that of the board.

This job description is current at the date shown, but following consultation with you, may be changed by the Executive Headteacher or Executive Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Person Specification

| 1. Key Areas of Knowledge and Experience | |
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| Experience of working in administrative role in an office environment | E |
| Ability to work under pressure, plan, organise and prioritise workload to meet specified deadlines in a situation that may involve frequent interruptions | E |
| Excellent organisational, communicational and interpersonal skills | E |
| Proactive in using initiative | E |
| Ability to assess and defuse confrontational situations | E |
| High levels of attention to detail and accuracy in all aspects of the role | E |
| Ability to prepare correspondence and reports and maintain records to a high standard | E |
| Analysing and recording statistical information | E |
| Arranging events (e.g. meetings), producing agendas and taking minutes accurately | E |
| High level of competency in using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail (Microsoft applications, including Word, Outlook, Excel etc) | E |
| Ability to adapt to and utilise new systems and software | E |
| Excellent levels of literacy and experienced in the skill of letter writing and business communications | E |
| Work both independently and as part of a team | E |
| Experience of working in a school or other educational environment | D |
| Experience and/or knowledge of being a clerk to governors | D |
| Have working knowledge of the Data Protection Act and Freedom of Information Act | D |

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| 2. Qualifications | |
| 5 GCSEs or equivalent (A* to C or 9-4) to include English and Maths, plus experience in relevant areas of work over a period of years OR Evidence of the equivalent level of knowledge gained through work experience | E |
| Degree or similar level of vocational or professional qualification i.e. post graduate qualification | D |
| Level 3 Business Administration led qualification e.g. NVQ. Local Governance qualification (NGA accredited) | D |
| Experienced Administrator/Personal Assistant or similar/greater level of responsibility | D |
| 3. Key Skills | |
| <i>Communication</i> | |
| <ul style="list-style-type: none"> Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people including, colleagues, parents, pupils and visitors Deals confidently with different points of view in conversations Contributes clearly and effectively to discussion with others Produces detailed written information to communicate information, ideas and opinions Calm and intuitive telephone manner in dealing with a range of callers including media Has excellent time management skills | E |
| <i>Problem Solving</i> | |
| <ul style="list-style-type: none"> Uses a rational or disciplined approach to problem solving Analyses and interprets complex information to solve difficult problems or develop new ideas or concepts Produces medium-term solutions or plans Reacts calmly and assertively with emergencies as they arise | E |
| 4. General Requirements | |
| Able to work flexibly, including some work in the evenings (generally Wednesdays 7-9pm, not more than 18 times per year). | E |
| Interest in keeping up-to-date with latest practices and legislation in schools and where relevant elsewhere | E |

E = Essential

D = Desirable