

JOB DESCRIPTION

Job Title:	Local Governance Officer
Grade:	<u>From</u> TPAT Point 9 (£12.45phr)
Responsible to:	Chair of Governors
Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	Head/LT PAs
Important Functional Relationships:	<u>Internal:</u> Executive Headteacher, Head of School, SLT Team, teaching and non-teaching staff, students <u>External:</u> School Governors, Trustees, other schools and colleges, parents

Main Purpose of Job:

To be responsible for the provision of effective and efficient clerking service to support the secondary local governing body and to ensure Governors' responsibilities are undertaken professionally and in accordance with governance legislation.

Main Duties and Responsibilities

1. To undertake the role of Clerk to the Governors. This includes preparing and distributing agenda and reports, taking minutes, ensuring the Scheme of Delegated Authority is followed, refreshments, room bookings and preparation.
2. To inform Governors of training opportunities and maintain registers of attendance, training details.
3. To be responsible for the Governance area of the websites.
4. To sort, distribute and administer mail for Governors. To manage communications on behalf of Governors. To draft correspondence on behalf of the Chair of Governors.
5. To be responsible for ensuring a high standard of quality and accuracy in all documents produced for Governors.
6. To organise all arrangements for meetings as required including refreshments.
7. To maintain accurate and comprehensive filing systems of Governor records both electronically and in hard copies.
8. To assist with the preparation and collation of Governance paperwork and data for OfSTED inspections.

9. To organise Governor meeting workflow into an annual cycle of business for meetings, working effectively with the Chair, Committee Chairs and Executive Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfE, and Trust matters and is focused on school improvement.
10. To keep a record of school policies, ensuring that policies due for review are brought to the attention of the Chair/ Committee Chairs and Executive Headteacher and that revised/updated policies (following Governor scrutiny and approval) are distributed to the schools.
11. To ensure agenda papers are produced on time. To produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before Governors' meetings take place.
12. To maintain governor meeting attendance records and advise the Governing Body of non attendance of governors.
13. To advise the Governing Body on points of governance legislation and procedural matters where necessary either before, during or after meetings
14. To take notes of Governing Body meetings to prepare minutes, including indicating any agreed action points. To record all decisions accurately and objectively with timescales for action.
15. To send out draft documents to the chair and headteacher for amendment/approval as required.
16. To advise absent governors of the date of the next meeting.
17. To liaise with the chair prior to meetings in order to receive an update on progress of action points previously agreed by the Governing Body.
18. To chair the meeting at the point of election of a Chair of Governors.
19. To maintain a database of names, addresses and categories of School Governors, including each Governor's term of office. To maintain lists of membership of committees, working parties and nominated governors and to keep copies of terms of references for such committees and working parties.
20. To advise governors and appointing bodies of the expiry of the term of office so as to allow for elections or appointments to be organised in a timely manner.
21. To inform the Governing Body of any changes to its membership.
22. To maintain a register of Governing Body pecuniary interests and to ensure this is reviewed annually and lodged within the schools and published on the websites
23. To arrange for the necessary checks, including DBS disclosures, have been successfully carried out for all newly and re-appointed Governors. To arrange for a welcome pack, copy of the Governors Handbook and other relevant information to be provided to newly appointed governors, including details of terms of office.
24. To ensure that statutory policies are in place in relation to the activities and procedures of the Governing Body. To maintain records of Governing Body correspondence.

25. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
26. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. TPAT and school policies, procedures and code of Conduct, Local Governance legislation.
27. To maintain confidentiality of information acquired in the course of undertaking duties.
28. To be responsible for your own continuing self-development, undertaking training as appropriate.
29. To undertake other duties appropriate to the role as required.

Date Prepared: March 2021
Prepared by: Executive Headteacher

PERSON SPECIFICATION

Job Title: Secondary Governance Officer

Person specification prepared by: Executive Headteacher

Date: March 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Minimum of 3 years practical experience of working as an administrator Practical experience of word processing, e-mail & other office electronic applications.	Relevant work experience within a school/ college environment. Experience of SIMS.	Application form/ interview
<u>Education & Training</u>	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE). Administrative qualifications	Application form
<u>Special Knowledge & Skills</u>	Ability to use sound judgement in decision making. Good typing and word processing skills. Excellent written, organisational and communication skills. Minute-taking skills.		Interview Process Application form/ interview
<u>Any Additional Factors</u>	Professional, tactful & sensitive. Ability to prioritise. Discreet & confidential. Good sense of humour. Ability to work on own initiative and within a team. Flexible approach to occasional meetings outside of normal hours. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview