JOB DESCRIPTION

**JOB TITLE Governance Officer**

**RESPONSIBLE TO Head of Governance and Compliance**

**SALARY** Grade 7 to 9 (£25,998 to £33,294)

**HOURS** 37 per week**.** As this role involves attending Local Governing Body meetings (many of which are held 6-8.15pm) the working day will be variable.

**JOB PURPOSE**

To support governance and compliance in the Trust, providing administrative support, clerking, advice and guidance and encouraging a strong culture of skilled, professional and positive governance which adds value to the education of our children and young people and the communities they serve.

**MAIN TASKS AND RESPONSIBILITIES**

# Governance

* Acting as Clerk to Governors for a group of schools – building relationships with governors, senior leaders and key administrative staff and supporting efficient and effective governance, both within the meetings and in the day to day work of governors.
* Clerking governor panels (exclusions, disciplinaries, complaints), arranging the panels efficiently and ensuring that they run smoothly, advising on procedural and legal issues as necessary.
* Supporting the induction of new governors, and the election processes for staff and parent governors.
* Supporting the effective management of governor records and the consistent and effective management of Governorhub, the governor portal.
* Encouraging governors to undertake training, to complete visits to school, and to develop positive and effective relationships with their schools.
* Providing advice and guidance to Chairs when managing complaints.
* Working with the governance and compliance team to nurture in governors a sense of belonging and of adding value
* Supporting governors as they prepare for Ofsted visits, collating a folder of governor evidence for sharing with inspectors.
* As part of the wider governance and compliance team, offering support and guidance regarding governance matters to governors, trustees and senior leaders.
* Where capacity allows, supporting the administrative tasks of the data protection team.

# Terms of Contract

This position is subject to the satisfactory completion of a six months probationary period.



PERSON SPECIFICATION

**E=Essential criteria, D=Desirable criteria.**

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|  | | | **E** | **D** |
| **1** | **Skills, knowledge and aptitudes** | The ability to build teams and to work well in diverse settings. | E |  |
| Attention to detail and the capacity to work accurately under pressure | E |  |
| Ability to work on own initiative and apply informed  judgement to problem solving | E |  |
| The ability to remain calm under pressure and deliver  consistent performance | E |  |
| Ability to prioritise and reprioritise tasks effectively to meet  deadlines | E |  |
| Ability to develop and implement administrative systems and  processes | E |  |
| Accurate Minute/note taking skills under pressure | E |  |
| Good communication and interpersonal skills, including good  telephone and email manner | E |  |
| Experience of multi-tasking in a complex and demanding  environment | E |  |
| Reliability and commitment to confidentiality | E |  |
| An understanding of the context in which schools operate  and of their accountability |  | D |
| **2** | **Qualifications and Training** | Level 2 qualifications in maths and English | E |  |
| NGA Level 3 Certificate in the Clerking |  | D |
| **3** | **Experience** | Administration in an office environment. | E |  |
| Experience in the use of a range of Microsoft or similar software packages (i.e. Excel, Access, Power Point) to  produce information and reports in the required format | E |  |
| Building relationships with a wide range of people within a professional role. | E |  |
| Experience of working in governance in a school or public  sector organisation. |  | D |
| Experience of being a governor |  | D |

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|  |  | Experience of clerking in a school or public sector  organisation. |  | D |
| **4** | **Other Requirements** | Ability to work flexibly across meeting locations as required  and to commit to evening meetings | E |  |
| Full UK Driving Licence and access to a car or other, efficient,  means of transport for work purposes | E |  |
| A commitment to equality and diversity, and to ensuring  high standards of safeguarding at all times. | E |  |