

Job Description

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| Role | Governance Professional |
| Tenure | Term Time, Permanent |
| Grade | CG 4 (7-11) |
| Salary range | £28,439 - £30,411 pro rata per annum |
| Hours | 20 hours per month (10 at each school) |

Main purpose of role is to:

The Governance Professional will be accountable to the Governing Body, working effectively with the Trust Governance and Compliance Officer, Chair of Governors, Headteacher and other Governors and as appropriate. The Governance Professional will be responsible for advising the Governing Body on constitutional matters including compliance, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

Main responsibilities and tasks

Provide advice to the Governing Body

- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for Governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body;
- Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Offer advice on best practice in Governance, including on committee structures and self-evaluation;
- Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of staff and that information is kept up-to-date on the school website;
- Advises on the annual calendar of Governing Body meetings and tasks;
- Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice;
- Contribute to the induction of Governors taking on new roles, in particular Chair or Chair of a committee.

Effective administration of meetings

- With the Chair and Headteacher prepare a focused agenda for the Governing Body meeting and committee meeting;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate;

- Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting;
- Draft minutes of Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Governing Body), the Headteacher;
- Circulate the reviewed draft to all Governors (members of the committee), the headteacher (if not a governor) and other relevant body, as agreed by the governing body and within the timescale agreed with the Governing Body;
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

Membership

- 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;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of Governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the governing body;
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance;
- Advise the governing body on succession planning (of all roles, not just the chair);
- Attend any statutory appeal committees/panels the Governing Body is required to convene;
- Assist with the elections of Parent and Staff Governors;
- Participate in, and contribute to the training of Governors in areas appropriate to the role.

Manage Information

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND;
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of Governing Body correspondence;
- Maintain copies of statutory policies and other school documents approved by the governing body are kept in the school and forwarded to the headteacher for agreed circulation and publication;
- Maintain a file of relevant Department for Education and local authority guidance documents;
- Maintain archive materials.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;

- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.

Job Descriptions are not necessarily comprehensive definitions of the post and staff may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. Job descriptions will be reviewed annually or earlier if necessary, and may be subject to modification or amendment after consultation with the individual.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. An Enhanced DBS check will be required for this post.

Person Specification

This person specification lists the competencies expected of an experienced/fully trained Governance Professional.

| Factors | Essential criteria | Desirable criteria |
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| Qualifications and training | <p>GCSE English grade 4 or above;</p> <p>A recognised IT, typing, word processing qualification;</p> <p>Demonstrate a willingness to attend appropriate training and development.</p> | <p>Minute taking qualification;</p> <p>Clerking certification, or similar training, perhaps through a Local Council with Governor Services training or The National Association of School and College Clerks (NASCC).</p> |
| Skills, knowledge and aptitudes | <p>Confident ICT skills including accurate keyboarding skills, organising meetings, using the internet to access relevant information;</p> <p>Effective listening, oral and literacy skills;</p> <p>Proven organisational skills including effective time management and working to deadlines, and to optimize effectiveness of the board and their personal time;</p> <p>Accurate record keeping, information retrieval and dissemination ideally to a governing body and relevant partners.</p> | <p>Experience of writing agendas and accurate concise minutes;</p> <p>Experience of developing and maintaining contacts with outside agencies;</p> <p>Knowledge of governing body procedures;</p> <p>Knowledge of educational legislation, guidance & legal requirements;</p> <p>Knowledge of the respective roles & responsibilities of the governing body, the headteacher & academies;</p> <p>Knowledge of Equal Opportunities, Human Rights and Data Protection legislation.</p> |
| Experience | <p>Preparation of papers for, and production of minutes of meetings;</p> <p>Previously worked in an environment where experiences included taking initiative and self-motivation.</p> | <p>Evidence of relevant personal and professional development.</p> |

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| <p>Personal attributes</p> | <p>Be a person of integrity and commitment to the principles of public life;</p> <p>Be able to maintain confidentiality;</p> <p>Confidence and resilience (to challenge when necessary);</p> <p>Be able to remain impartial;</p> <p>Have a flexible approach to working hours;</p> <p>Be sympathetic to the needs of others;</p> <p>Have an openness to learning and change;</p> <p>Have a positive attitude to personal development and training;</p> <p>Have effective interpersonal skills;</p> <p>Keen to be part of a vibrant school community;</p> <p>Demonstrates our school values of Growth, Curiosity, Collaboration and Belonging.</p> | |
| <p>Special Requirements</p> | <p>Be able to work at times convenient to the governing body, including evening meetings;</p> <p>Be able to travel to meetings;</p> <p>Be available to be contacted at mutually agreed times.</p> | |

Date prepared: July 2024