

Grading

Job Description and Employee Specification

<u>Job title:</u> Governing Bodies Support Officer	<u>Service area:</u> Children and Families
<u>Post number:</u> LSSE0058-01	<u>Division:</u> Standards and Education
<u>Grade:</u> 6	<u>Section/team:</u> Governor Services
<u>Overall purpose of job:</u> To provide high quality clerking services to the assigned schools* governing bodies, offering comprehensive advice and guidance to help them to meet their constitutional, legal and statutory duties and achieve outstanding outcomes for children and young people To contribute to the delivery of the local authority's governor development offer, which is aimed at developing the knowledge, understanding and skills of governing bodies and governors at all levels – from new governors to chairs of governors - across North Lincolnshire (*Throughout this job description, the term “schools” covers schools, academies, colleges and other education settings that buy in to North Lincolnshire's governor development and/or clerking SLAs)	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> Discharges a wide range of duties to ensure that the assigned governing bodies are able to function efficiently and effectively at all times – in order to achieve their strategic priorities for improving provision and outcomes for the pupils of the schools Works with the chair of governors and headteacher of each assigned school, to produce purposeful agendas as drivers for governing body meetings that support: effective governance, compliance with constitutional, legal and statutory duties and the overall improvement of the school; ensures efficient and timely communication of agendas and associated papers Advises the chair of governors, headteacher and other governors on procedural matters - as well as constitutional, legal and statutory matters - before, during, after and in between meetings; provides expert advice in particular on agenda items that require formal resolutions and/or require Council, DfE or church authority issues to be taken into account	

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Attends and advises on governance procedures at pupil exclusion hearings, meetings of complaints committees and meetings where changes to governance structures (such as amalgamation, federation or joining a multi-academy trust) are being discussed; alerts line manager of any items raised at governing body meetings which have wider implications

Works with assigned governing bodies/senior officers to draft key documentation relating to amalgamation/federation, e.g. formal proposals and consultation documents; where required, sets up online consultations, analyses consultation feedback and drafts reports on the outcomes; advises on key issues relating to dissolving and reconstituting governing bodies

Ensures that assigned governing bodies fulfil their legal obligations in terms of maintaining, reviewing annually and amending accordingly registers of governing body pecuniary interests

Produces thorough and objective minutes of governing body meetings - recording all decisions accurately and indicating who is responsible for agreed actions (as well as prompting follow up to these); sends draft minutes to chairs and heads for amendment and approval; ensures timely distribution of minutes and maintenance of associated records

If requested by one of the assigned schools, undertakes an annual review with the chair of governors and headteacher to help them to evaluate the governing body's activity in the previous year and set out a plan of action for the forthcoming year – so that it continues to operate efficiently and effectively and achieve its strategic priorities

Contributes to the delivery of the service's governor development offer; e.g. delivers a short input on succession planning for an assigned governing body at one of its meetings or delivers training for new governors across North Lincolnshire at a central venue; is prepared to broker/signpost additional training/support for own assigned governing bodies

As required, attends, provides inputs at and/or drafts minutes for termly governors' leadership briefings, governance matters meetings, governors' advisory group meetings, locality network meetings for chairs and vice chairs and other events that may be organised for North Lincolnshire governors'; promotes school to school activity and sector-led improvement

To work with the team to implement corporate initiatives which support the wider aims and aspirations of the Council; to contribute to the Council's/directorate's performance management arrangements by providing data for key performance indicators to be measured and evaluated; to provide feedback regarding issues governors raise about Council services

Understands the need to be commercially-minded and provide an excellent customer service, e.g. where reasonable - taking into account individual capacity - provides clerking services to another governing body to cover for an absent colleague or schools in other local authorities

Knowledge, skills and experience:

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- Competent use of a range of IT, to produce minutes, reports, spreadsheets and presentations
- Effective literacy, numeracy and communication skills (both oral and written); able to present information in a clear and concise form; able to take and produce accurate minutes of meetings
- Strong interpersonal and people management skills
- Good organisational and time management skills; able to work on own initiative and plan and manage workload to meet tight deadlines

State what the experience required is.

- Experience of working effectively in a service environment
- Experience of effective team working and supporting other members of staff
- Experience of producing minutes of meetings and other written papers

Creativity and innovation:

- Being creative and innovative in order to solve problems relating to people and procedures
- Interpreting and applying knowledge and understanding about school governance, including legal, constitutional and statutory matters, to governing bodies in a range of different situations
- Identifying and recommending changes to individual governing body working practices, to enable governors to be more effective in fulfilling their key roles
- Designing and refining structures and layouts for important documents, including agendas, minutes, briefing papers, information and guidance, newsletters, flyers and web content
- Devising appropriate training methods/presentations/resources to aid the successful delivery of the governor development offer
- Putting forward innovative ideas for improving service delivery by the team
- Reflective practitioner with the ability to act on feedback to improve own performance

Decision making:

- Makes frequent decisions in respect of the main responsibilities in this job description, working without supervision for much of the time, as delegated by the Lead Officer: Governor Services
- Uses analyses of schools' leadership, governance and circumstances to decide on the level and nature of support and challenge required for the governing bodies of individual schools

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- Interprets legal, constitutional and statutory guidance regarding school governance, in order to make decisions about how to advise chairs of governors and headteachers
- Considers how to tailor all advice and guidance to individual governing bodies
- Decides on appropriate response and course of action regarding queries, complaints, critical incidents and confidential matters raised by chairs of governors and headteachers, which may be serious, urgent and/or sensitive, including when to refer these to senior colleagues
- Decides on which information is important to include, and how best to communicate it, when producing minutes for governing body meetings
- Puts forward ideas and recommendations to senior colleagues about next steps for improving governance both in assigned schools and also across schools in North Lincolnshire
- Prioritises own workload, and sometimes that of the operational support clerks, to ensure that important and/or urgent matters are dealt with in an appropriate and timely manner – whilst continuing to meet deadlines for other routine tasks

Responsibility for resources:

Physical resources:

- laptop computer (£450) to support out-of-office working for up to 60% of the time
- Monitoring and supporting access to training materials and publications

WORK ENVIRONMENT

Work demands:

- The post operates in the constantly developing arena of education, necessitating frequent updating of own knowledge on issues as diverse as governance, personnel and finance
- Able to respond to critical incidents, last-minute requests and/or new initiatives – often requiring quick thinking, immediate decisions and/or reprioritisation of existing tasks
- Managing conflicting priorities whilst working to tight deadlines on a daily basis
- Prone to interruptions from telephones, other team members, colleagues, senior managers and visitors, with the ability to continue to address tasks efficiently and effectively
- Able to work on own initiative - without access to a network of advice or guidance at times

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Physical demands:

- Normal physical effort

Working conditions:

- Open plan office which is well lit and ventilated
- Out of the office for up to 60% of the time, to attend meetings/deliver training in schools, other Council venues and regional or national venues
- The post holder must be able to transport themselves around the North Lincolnshire area in timely manner

Work context:

- Undertaking duties for a large part of the time outside of normal working hours, without access to a network of advice and guidance
- Requirement to travel alone across the North Lincolnshire locality area
- Majority of governing body meetings are held in the evenings

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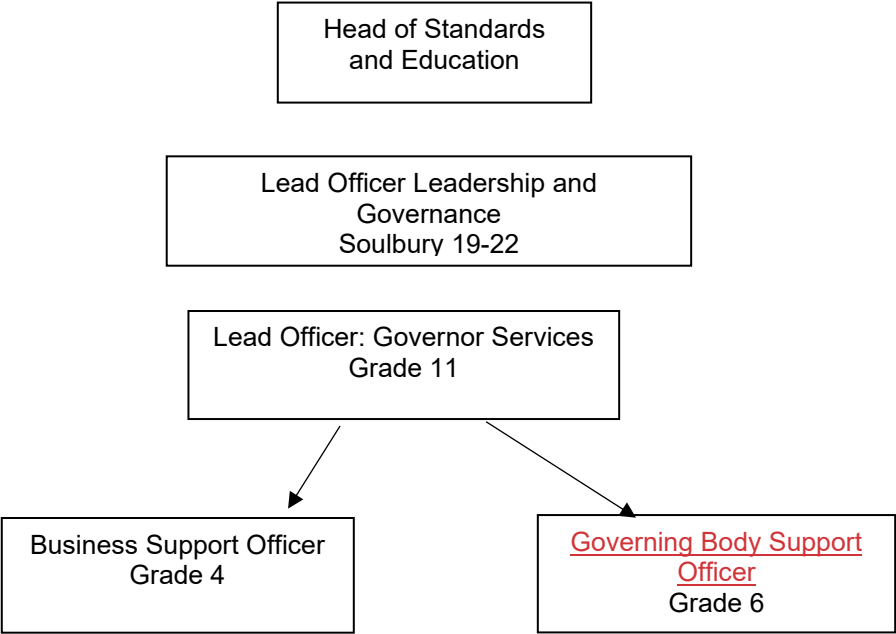
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Position in organisation:

Indicate how many staff the post is directly accountable for:

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You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Competent use of a range of IT, to produce minutes, reports, spreadsheets and presentations - Effective literacy, numeracy and communication skills (both oral and written); able to present information in a clear and concise form; able to take and produce accurate minutes of meetings - Good organisational and time management skills; able to work on own initiative and plan and manage workload to meet tight deadlines - Experience of working effectively in a service environment - Experience of effective team working and supporting other members of staff - Experience of producing minutes of meetings and other written papers - Experience of dealing appropriately with enquiries from senior colleagues and school leaders	
Knowledge, Skills and Experience	Interview
Strong interpersonal and people management skills	
Education, Training and Qualifications	Original documents
- Literate and numerate - Evidence of recent and relevant professional development	
Working Arrangements	Interview
- Mainly office and school based, often working at more than one location in the same day - Undertaking duties outside of normal working hours, i.e. in the evenings, at least once a week - Able to transport oneself around the North Lincolnshire area in a timely manner	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Knowledge of Council and service aims, policies, procedures and strategies - Up-to-date knowledge of a wide range of matters relating to school governance, including national legislation, government policy, statutory duties and DfE guidance - Good knowledge of current developments regarding education and schools - Specialist knowledge of the respective responsibilities, delegations and accountabilities of different governors and committees of school governing bodies - Understanding of what constitutes effective practice in school governance	

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- Knowledge of principles/practice of safeguarding children, data protection and FOI legislation

Education, Training and Qualifications

Original documents

- Good pass in GCSE English or equivalent
- Completion of Level 2 safeguarding and child protection training

Working Arrangements

Interview

THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☐

No ☒

Political restriction

Yes ☐

No ☐

The ability to speak fluent English under the Immigration Act 2016

Yes ☐

No ☐

• Version Control

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