



Job Description

Job Title: Governance Administration

Responsible To: Clerk to the Board of Directors

Salary Grade: NJC Point 10-13 which is equivalent to £12.24 per hour (plus holiday pay)

Hour's negotiable but ideally 8-9.5 hours per week for 40 weeks per year

This role would be suited to both someone returning to work or someone looking to work in an education setting.

Main purpose of role is to: To support the Trust in its governance responsibilities by providing effective administration and organisation of Local Governing Body meetings. Main duties will include;

- Act as the first point of contact for governors with queries on or advice relating to their statutory functions.
- Send new governors induction materials and ensure they have access to appropriate documents, including the agreed Code of Practice and contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.
- With the chair and headteacher, prepare a focused agenda for all LGB meetings.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required.
- Ensure meetings are quorate and a record of attendance of governors at meetings is kept.
- Draft minutes of the LGB meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair, headteacher.
- Circulate the reviewed draft to all governors, the headteacher and Clerk to the Trust Board within the timescale agreed.
- Follow-up any agreed action points with those responsible and inform the chair of progress.
- Maintain a register of governor business interests and ensure this is reviewed regularly.
- Ensure Disclosure and Barring (DBS) checks have been undertaken by the school for all governors.
- Maintain a record of training undertaken by governors.
- Maintain up to date records of the names, addresses and categories of LGB members and their term of office and advise governors when their term of office is due for renewal so the appropriate appointment process can be started.
- Maintain a copy of the LGB Standing Orders (e.g. Named Safeguarding Governor & Committee Members).
- 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 (this can electronically).
- Ensure confidential minutes and papers are stored securely.
- Ensure copies of statutory policies and other school documents approved by the LGB are kept in the school (this can be electronically) and published as agreed, for example, on the website.
- Ensure that correspondence is distributed to governors and recorded.
- Undertake appropriate training and development to maintain and improve practice.
- Participate in regular performance management.
- Clerk any statutory appeal committees/panels the LGB is required to convene.

- Assist with the elections of parent and staff governors.
- Prepare briefing papers for the LGB, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Ability to visit the school on occasions to deal with administrative tasks and liaise with key school staff.
- Work with and at the direction of the Trust Clerk and Officers as required.

Benefits of the job:

- Flexible working hours that can be agreed with the LGB. This may require attendance at evening meetings. This will enable applicants with children to work around their schedule.
- Flexibility to work from home with the ability to undertake meetings online.
- Excellent CPD Opportunities including a Professional Qualification in Clerking.
- Ability to join the Local Government Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme
- Thirteen weeks holiday per year

Other Information:

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.
- The post-holder must comply with the school's Health and Safety requirements. Clerks who work at home must ensure that their working conditions take account of normal health and safety requirements.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a DBS before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.