

Job Description

Clerk to Governors Governor Support, One Education Ltd

The post reports to the Head of Governor Services. The main contacts of the job are: One Education colleagues, Chairs of governors and governors, Head Teachers, school employees, national and local organisations, members of the public and other external agencies.

Main purpose of the post

To provide professional advice and guidance on legislative and procedural matters, to ensure that school and academy governing boards work within the legal framework

To provide a high-quality clerking and administration service to school governing body's and secure the continuity of governing board business and observe confidentiality

Work closely with chairs of governors, head teachers and governors on identified tasks, providing high quality, specialist support as required.

Main Duties and Responsibilities

To provide and maintain timely administrative support systems for governing bodies, including the scheduling and accurate recording of meetings, timely preparation and dispatch of meeting agendas and papers, filling of vacancies, and monitoring of attendance.

Take responsibility for the organisation of governing body meetings, committee meetings, or panel meetings as required, ensuring adherence with legislation and timeframes.

To provide legislative and procedural advice to governors and school staff.

To assist in the smooth running of the advice line, ensuring necessary cover is provided to ensure immediate, up-to-date advice can be provided to queries received.

To ensure up-to-date paperwork and records of governing body correspondence are held and maintained, including membership, terms of office, terms of reference, training etc..

To follow up resolutions and queries of the governing body, liaising with relevant officers and organisations as required, on issues arising before and after the meeting.

To follow procedures relating to the appointment/resignation of governors. To monitor governor attendance at meetings. To keep up to date contact information for each governing body.

To quality assure, support and guide One Education Associate Clerks as necessary.

To develop materials to provide advice and guidance to governors and schools.

To undertake such other duties related to the work of the section appropriate to the post as may be assigned.

To respect confidential/sensitive issues.

Undertake appropriate training and keep up to date with education developments, procedural changes and legislation affecting school governance,

Working as part of a team, contribute fully to the aims and objectives of the service, provide support and advice to colleagues and act as a “mentor” to staff as required.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

**Clerk to Governors
Governor Support, One Education Ltd**

For this job we are looking for:

- Strong customer care and interpersonal skills.
- Ability to interpret legal advice into guidance for lay people.
- Experience of maintaining effective administrative systems in a busy office environment.
- Strong organisational and problem solving skills
- Ability to work on own initiative.
- Good time management skills and the ability to work to tight deadlines
- Excellent listening, written and oral communication skills.
- Ability to drive and have access to a car – or have equivalent mobility
- Good ICT skills including Microsoft office and the ability to use relational databases.

Personal Styles and Behaviours

- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work.
- Attention to detail and ability to complete professional reports
- Personal commitment to excellence in service delivery.
- Desire to pursue own personal development and take full advantage of training provided.
- Self motivation and personal drive to complete tasks to required time scales and quality standards.
- Positive outlook and an enthusiasm for communicating the services offered by the organisation.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of customers.
- Discretion in dealing with confidential and sensitive issues.
- Willingness to comply with all One Education policies and procedures.