

JOB DESCRIPTION

JOB TITLE:	Governance Support Officer
GRADE:	Grade CD (point 3-6)
RESPONSIBLE TO:	Head of Governance
JOB PURPOSE:	To provide professional governance support to a number of school governing bodies. To attend school governing body meetings and provide accurate, comprehensive minutes that evidence effective governance. To ensure effective administration and provide high-quality service, working closely with each chair of governors and headteacher to support their governing body. To advise the governing body on governance, constitutional and procedural matters, duties and powers, seeking support from the Head of Governance as required and expanding own knowledge through training and development opportunities. To manage information effectively in accordance with legal requirements.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operation Issues	• In consultation with the Chair and Headteacher, following the Trust's agenda planner and having regard to previous decisions of the governing body, prepare a focused agenda. • Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days and preferably ten days before the meeting. • Maintain a register of attendance and report this to the governing body. • Attend meetings of the governing body and ensure minutes are taken, including indicating who is responsible for agreed actions. Record all decisions accurately and objectively with timescales for actions. • Take follow up actions as instructed by the governing body, including the drawing up of draft minutes for approval by the Chair. • Circulate draft minutes in the time scale agreed by the governing body to the relevant people. • Ensure that the composition of the school governing body includes required parent representation and be proactive at highlighting future potential membership concerns. • Accurately file agenda, papers and minutes, maintaining a full archive of materials. • Provide input to the Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing bodies. • Access regular bespoke and custom training to ensure up-to-date knowledge.

	• Liaise with the Head of Governance regarding any vacancies, new starters and resignations of the governing body, and any governor training undertaken, supporting with the administration as required.
Communication	• Liaise with the Headteacher and others preparing supporting papers, making sure deadlines are met as required by legislation. • Advise the governing body on governance procedural matters where necessary before, during and after meetings, seeking support from the Head of Governance as required. • Act as the first point of contact for governors with queries on procedural matters. • Advise absent governors of the date of the next meeting. • Liaise with the Chair prior to the next meeting, to receive an update on progress of actions agreed previously by the governing body. • Working with the Head of Governance, advise governors of the requirements to complete the Registrar of Business Interests and any other required annual paperwork, supporting governors to complete these in a timely manner. • Give and receive notices in accordance with relevant regulations. • Attend regular meetings with the Head of Governance and highlight any concerns raised at governing body meetings as quickly as possible. • Respond to emails or phone calls from Chairs and Headteachers and other members of the governing body in a timely way, escalating any concerns to the Head of Governance as appropriate.
Systems & information	• Provide support with maintaining a database of names, addresses and category of governing body members and their term of office • Maintain governor meeting attendance records • Keep a minute book, or file of signed minutes, as an archive record • Maintain copies of current terms of reference and membership of any committees and working parties and nominated link governors, e.g. safeguarding. • Maintain records of governing body correspondence
Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • This YLT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	• Know about data protection issues in the context of your role. • To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	• The YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR GOVERNANCE SUPPORT OFFICER

Essential upon appointment	Desirable on appointment
Knowledge	
A good understanding of the regulations and legislation around schools	- Knowledge of Data Protection legislation - Knowledge of governing body procedures and educational legislation and guidance - Understanding of role of governing bodies. - Knowledge of legislation and good practice in respect of school governance.
Experience	
- Experience of working in an administrative role - Experience of writing agendas and taking concise minutes of meetings or willingness to learn and take on board constructive feedback	
Qualifications	
- Level 2 or higher qualification to evidence good literacy and numeracy skills - Ability to demonstrate a willingness to attend appropriate training and development	To have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
Occupational Skills	
- Excellent verbal and written communication skills - Good organisational skills and ability to manage own work to deadlines and competing demands - Strong IT and keyboard skills - Neatness and accuracy in written presentation - Ability to work on own initiative with good problem-solving skills - Strong people and relationship building skills	Report writing skills
Personal Qualities	
- Personal integrity and a commitment to the principles of public life - A respect for confidentiality - Commitment to professional development - Ability to uphold the STAR MAT values - Dependability and reliability	
Other Requirements	
- Ability to work at times convenient to the governing body, including evening meetings - Enhanced DBS Clearance - Through their role and work to positively promote the distinctive Christian ethos and practice of the school - The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	