



Governance Professional – Oakfield First School

Hours: 4 hours per week, term time only.

Salary: Scale 5 (actual Salary £2823.56)

Required: ASAP

Windsor Learning Partnership are seeking to appoint a well organised, enthusiastic and efficient Governance Professional to support one of our Local Governing Boards.

Meetings are held at school in the evening and all meeting dates are scheduled at the start of the academic year. The ideal candidate will ensure the smooth running of the Governing Board by demonstrating excellent organisational, communication and IT skills.

Key duties include but are not limited to:

- Organising meetings, hearings and appeals
- Providing advice and guidance to the Local Governing Body
- Administration and record keeping
- Maintaining relationships and communications
- Ensuring compliance

Windsor Learning Partnership comprises of six schools all located within Windsor. We are seeking an experienced Governance Professional to support the Local Governing board at Oakfield First School.

Further information about the schools within Windsor Learning Partnership is available on our website : <https://www.windsorlearningpartnership.org/vacancies/>

Applications will be considered upon receipt.

Windsor Learning Partnership is committed to the safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Governance professional job description

Role purpose
To contribute towards the efficient and effective functioning of a governing board and its committees.
1. Organising meetings, hearings and appeals
<ul style="list-style-type: none"> ▪ working with others to prepare agendas ▪ following up on agreed action points ▪ convening meetings and distributing papers ▪ overseeing election of officers ▪ recording attendance/apologies ▪ following up non-attendance ▪ taking minutes ▪ circulating draft and approved minutes ▪ organising panel hearings and appeals
2. Providing advice and guidance
<ul style="list-style-type: none"> ▪ advising on legal duties and governing practice ▪ advising on constitutional requirements ▪ advising on board procedures ▪ advising on statutory guidance and policies ▪ advising on annual tasks and decisions ▪ advising on governor/trustee CPD ▪ accessing external advice as appropriate ▪ supporting issue resolution
3. Administration and record keeping
<ul style="list-style-type: none"> ▪ maintaining membership records ▪ maintaining governing documents such as terms of reference and signed minutes ▪ maintaining a record of board CPD ▪ maintaining records of board correspondence ▪ maintaining governance communication portal ▪ drafting correspondence on behalf of the board
4. Maintaining relationships and communication
<ul style="list-style-type: none"> ▪ maintaining professional working relationships with the chair, the board and school leaders ▪ communicating on board matters outside of meetings ▪ where appropriate, liaising on behalf of the board (such as for external reviews of governance)
5. Ensuring compliance
<ul style="list-style-type: none"> ▪ ensuring meetings are quorate ▪ overseeing the review of required policies ▪ publication of governance information on school websites ▪ advising on data protection requirements ▪ overseeing board recruitment processes ▪ co-ordinating safeguarding checks and DBS certificates for board members

- monitoring eligibility of board members to serve including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns

Person specification

Knowledge

- the schools system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to the organisation
- the core functions of a school governing board as they apply to the organisation
- elements of effective governance and board practice as they apply to the organisation

Skills

- literacy, numeracy and IT
- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills - recommending a course of action
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

Attributes

- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development