

JOB DESCRIPTION

Job Title:	Governor Services Assistant		
Directorate:	People	Salary:	£27,803 - £33,024 FTE Plus £689 FTE London Weighting
Section:	Education & Learning	Grade:	BG-H SCP 15-24
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To support improvement in the quality of education and the standards of achievement in local schools through supporting and developing all Bracknell Forest governors and clerks by providing highly effective and efficient administrative support to the Governor Services Officer.

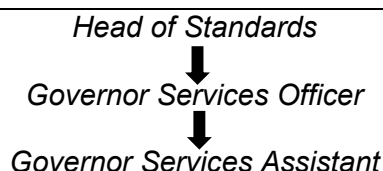
Providing advice, support and facilitating training to ensure the effective delivery of the service level agreement.

Keeping information up to date, supporting team processes and providing effective and flexible administrative support.

Support the delivery of projects, taking responsibility for specific delegated elements.

Providing advice in relation to complex queries and issues through Governors Helpdesk in the absence of the Governor Services Officer.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Support the work of governors, clerks and governing bodies by advising on governing body procedures and relevant legislation as appropriate.

- Respond to enquiries through Governors Helpdesk phone and email including managing difficult and complex situations.
- Supporting the Governor Services Officer, acting as a sounding board to ensure specialist advice and guidance.
- Provide information to individuals who express an interest in becoming a governor.
- Assist in providing induction packs for new governors, chairs and clerks.
- Assist in preparation for training sessions and briefings for governors and clerks.
- Facilitate training sessions and briefings for governors and clerks.
- Coordinate and attend the termly meetings with Clerks to provide relevant information to ensure high level of service.
- Record receipt of governing body minutes and file and direct as necessary.
- Provide effective office administrative support to Governor Service Officer.
- Use Capita ONE governor database and run reports.
- Undertake basic testing of processes of ONE software when developments take place.
- Use Frontline Can (do) Services to Schools website for training and resources hub.
- Undertake the administrative procedures deemed necessary to ensure that all relevant training courses are adequately attended.
- Responsible for undertaking the administrative procedures necessary to ensure that all relevant training courses are effectively organised including governors' conferences when appropriate.
- Keep up to date with statutory and procedural responsibilities in governance.
- Interpret legislation and offer professional advice to schools and governors considering reconstitution, and ensure each governing body has a valid Instrument of Government following the reconstitution of the governing body or change in status of school.
- Maintain records for those attending training courses using appropriate computer software packages.

Scope of role

- Provide support on school governance matters to schools governing bodies, involving contact with the Chair and Clerk of each governing body and individual governors, including the Headteacher.
- Liaison with colleagues throughout the LA regarding school governance matters.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Completed suitable Clerking training e.g NGA Clerk Development Programme or HampshireThe Professional Clerk.</p> <p>Experience of office administration, record keeping and filing.</p> <p>GCSE English and Maths.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of the role of school governing bodies.</p> <p>Experience as a clerk to a governing body or as a school governor.</p> <p>In depth knowledge of governing body procedures and relevant legislation.</p> <p>Experience of dealing with challenging issues relating to school governance.</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people.</p> <p>Proficient IT Skills, specifically the ability to use Microsoft Office software.</p> <p>Excellent communication skills both oral and written.</p> <p>High quality administration skills.</p> <p>Excellent organisational skills.</p> <p>Ability to prioritise and work on own initiative.</p> <p>Good telephone manner.</p> <p>A team player.</p>	<p>Experience of working in education.</p> <p>Experience of using a database.</p>
Work-related Personal Requirements	Ability to work independently without direct supervision.	

	Flexible, willing to assist and respond to requests.
	Ability to work accurately and efficiently.
	Discretion and understanding of confidentiality.
	An understanding and commitment to equal opportunities.
Other Work Requirements	The ability to converse easily and respond effectively to questions in spoken English.
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

