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| **Department** | **Department of People Services** |
| **Job Title** | Governance Support Officer |
| **Grade** | Grade 6 SCP 25-29 |
| **Primary Purpose of Job** | To provide efficient legal advice and administrative and clerking support to School Governing Bodies. |
| **Reporting To** |  |
| **Staffing**  **Responsibilities** | Senior Governance Support Officer |
|  | 1. To be responsible for providing and maintaining effective clerking support to an assigned group of school governing bodies as agreed with the Senior Governance Support Officer 2. To be responsible for providing support to each governing body in fulfilling its three key roles of providing the strategic direction for the school, acting as its critical friend, and holding the school to account for its performance. 3. To be responsible for ensuring each governing body operates within the statutory framework established by the school Governance Regulations and relevant Statutory Instruments. 4. To contribute to implementation of the Team’s Service Delivery Plan. |

**Main Duties**

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| **1** | To be responsible for providing support for each governing body in its main task of promoting high standards of educational achievement and securing the welfare of pupils the school. |
| **2** | In response to enquiries, to be responsible for providing front line, day-to-day independent advice and information to Head Teachers, Chairs of Governors and governing bodies on governance issues and procedures including:-   * the implementation of all relevant legislation relating to school governance. * their duties, powers and responsibilities. * the development of governing body procedures. * the interpretation and application of school governance legislation before, during and after governing body meetings. |
| **3** | Where the Governing Body is failing to comply with statutory legislation, regulations and LA advice the Support Officer will be responsible for drawing this to the attention of the Head Teacher, Chair of Governors and the relevant Local Authority Officer. |
| **4** | To monitor and evaluate the effectiveness of the Governing Body’s procedures and working practices and to be responsible for advising the Head Teacher, Chair of the Governing Body and Link Governor on issues for future development. |
| **5** | To be responsible for providing advice and support to the Link Governor in the identification of appropriate governor training and development |
| **6** | To be responsible for providing support to the governing body in the planning and organisation of its work to support the fulfilment of its statutory duties, by developing and maintaining an annual year planner. |
| **7** | To be responsible for initiating and maintaining pre-meeting preparation, by working effectively in consultation with the Head Teacher and Chair of Governors on the structure and content of the agenda. |
| **8** | To ensure that the organisation and conduct of the governing body’s business at meetings is in accordance with its prime objectives of school improvement, and raising standards and reflects the five outcomes of Every Child Matters. |
| **9** | To be responsible for advising governing bodies on the development and implementation of a structure for the, organisation, and management of governing body committees. |
| **10** | To be responsible for preparing, for approval by the governing body, the terms of reference for its committees and working parties. |
| **11** | Ensure prompt responses are received to queries and resolutions raised at Governing Body meetings, through liaison with other sections of the Education Department and other Council Departments. |
| **12** | Establish and maintain effective links and communication systems to promote the free flow of information and issues between the Governing Bodies, Governors, Head Teachers, and the Education Department and external organisations. |
| **13** | To be responsible for encouraging Head Teachers, staff and others including governors to produce agenda papers on time for circulation prior to meetings. |
| **14** | To be responsible for the preparation, and despatch of letters of invitation, agendas, minutes and the collation of background papers for the termly meetings, and where appropriate committees within the statutory time scale of seven days prior to the meeting. As per the Service Level Agreement. |
| **15** | To attend and write the minutes of the three statutory yearly full governing body meetings of the assigned group of governing bodies. As per the Service Level Agreement. |
| **16** | To attend, provide administrative support and write the minutes for additional full governing body and committee meetings of the governing body as requested including staff discipline, dismissal and appeal committees, pupil discipline and complaints committees. As per the Service Level Agreement. |
| **17** | To undertake any general administration required in support of the assigned group of governing bodies including the maintenance of accurate records, including membership, governors’ attendance at meetings and school files including policies approved by the by the governing body. |
| **18** | To be responsible for taking appropriate action in respect of the non-attendance of governors. |
| **19** | Chair that part of the meeting at which the Chair of the Governing Body is elected. |
| **20** | To be responsible for maintaining records, current terms of reference and memberships of committees, working parties and nominated Governors. |
| **21** | To provide advice on any policy statements required by law and to assist the governing body in policy development by ensuring that schools and governing bodies have access to information and assistance on governance legislation, regulations, policies and procedures |
| **22** | To be responsible for encouraging governing bodies to fill governor vacancies and to assist in arranging parent, teacher and staff governor elections and the appointment of governors. |
| **23** | To be responsible for providing where requested, administrative support for the Head Teacher and Deputy Head Teacher appointment process. |
| **24** | To act when required as the verifying officer for the completion of Criminal Record Bureau Check applications. |
| **25** | Maintain an up-to-date knowledge of current legislation, regulations, codes of practice, policies, working practices and procedures relating to school governance issues so as to ensure that all governing body actions conform to their requirements. |
| **26** | To possess a wide understanding of educational terminology and to be able to explain their meanings to governors. |
| **27** | Utilise systems and equipment effectively and efficiently and maintain systems, registers, records and files in good order. |
| **28** | To contribute to the development of new initiatives, monitor and evaluate the effectiveness and achievements of the service and to review procedures, methods and working practices under the supervision of the Senior Governance Support Officer. |

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| **Date Job Description prepared/updated:** | **February 2010** |
| **Job Description prepared by:** | **John Ashworth, Governance Services Manager** |



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| **Department** | | | | **Department of People Services** | | |
| **Job Title** | | | | **Governance Support Officer** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | A proven ability to analyse, assimilate, interpret and apply complex information, particularly legislation and procedures from a wide range of sources. | | | | | Application Form/Interview |
| 2. | Excellent written and verbal skills which demonstrate an ability to communicate and present information effectively. | | | | | Application Form/Interview/Test |
| 3. | Ability to work alone outside normal hours without management support. | | | | | Application Form/Interview |
| 4. | Ability to work on own initiative, to be able to demonstrate planning and organisational skills so as to ensure service delivery is maintained. | | | | | Application Form/Interview |
| 5. | Ability to listen to and accurately record the proceedings at meetings. | | | | | Application Form/Interview |
| 6. | Ability to organise and maintain accurate records. | | | | | Application Form/Interview |
| 7. | Ability to remain calm in conflict situations and to work accurately when under pressure. | | | | | Application Form/Interview |
| 8. | Demonstrate an ability to negotiating solutions to conflict situations with tact and sensitivity. | | | | | Application Form/Interview |
| 9. | Competence in word processing and in the ability to input and retrieve data. | | | | | Application Form/Interview |
| 10. | Ability to use computer software within the windows package e.g. Access, Word, Excel, Outlook etc. | | | | | Application Form/Interview |
| 11. | Ability to undertake long term planning. | | | | | Application Form/Interview |
| 12. | Awareness of the need to maintain confidentiality when necessary. | | | | | Application Form/Interview |
| 13. | Ability to respond to the changing work patterns that the post requires. | | | | | Application Form/Interview |
| 14. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Minimum of 4 GCSE’s, grades A-C, or equivalent, including English Language, or ability to demonstrate attainment at NVQ Level 2, or previous experience of administrative work. | | | Application Form | |
| 2. | | Experience of committee administration, education administration or school or college administration. | | | Application Form | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to attend evening meetings | | | Application Form | |
| 2. | | A flexible approach to arrangements in order to meet the needs of the service and the workload of the team. | | | Application Form / Interview | |
| 3. | | Travel to schools throughout the Borough will be required. | | | Application Form | |
| 4. | | Ability to work from home. | | | Application Form | |
| 5. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Knowledge of regulations and legislation relating to school governance. | | Application Form/Interview |
| 2. | Knowledge of Local Authority and Children’s Services policies and procedure. | | Application Form/Interview |
| 3. | An understanding of the role of Governors and Governing Bodies. | | Application Form/Interview |
| 4. | Knowledge of the way in which schools operate. | | Application Form/Interview |
| 5. | An understanding of current educational or management issues affecting schools and local authorities. | | Application Form/Interview |
| 6. | Have an awareness of the work undertaken by other teams within Children’s Services and other Council Departments. | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of attending school governing body meetings. | | Application Form/Interview |
| 2. | Ability to assess, in partnership with the chair and head teacher, the effectiveness of the governing body and its working practices and to provide the governing body leadership. | | Application Form |
| 3. | Ability to provide advice on the development role of governors. | | Application Form |
| 4. | Ability to make judgements and advise at meetings on matters of interest | | Application Form |
| 5. | Ability to motivate Governors in undertaking their roles and responsibilities. | | Application Form |

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| **Date Person Specification prepared/updated:** | **February 2010** |
| **Person Specification prepared by:** | **John Ashworth, Governance Services Manager** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.