

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

JOB TITLE: GOVERNOR SUPPORT OFFICER

SERVICE: EARLY HELP & SCHOOLS

LOCATION: FLOOR 4, NUMBER ONE RIVERSIDE

GRADE: 5

Responsible to: HR & Governor Support Admin Team Leader

Responsible for: Not Applicable

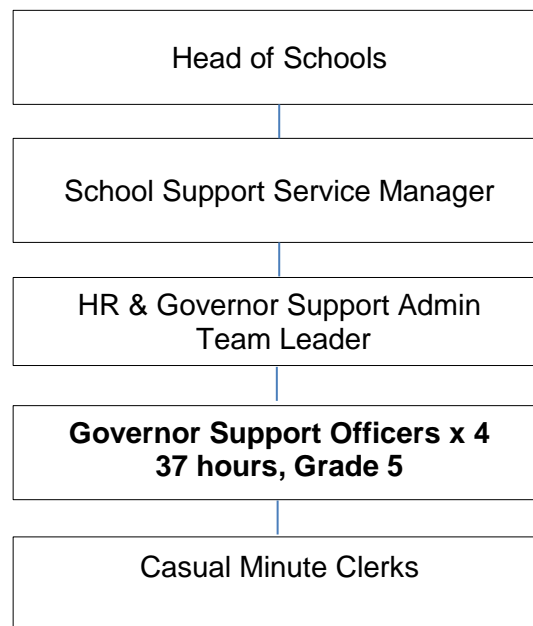
Hours of Duty: 37 hours per week, All Year Round

Any Special Conditions of Service:

- The Postholder will be required to attend an allocated number of Governing Board meetings per term to meet the needs of the service (usually held as evening sessions). The number of meetings will be 15 per term but can be varied subject to the needs of the service.
- The Governor Support Team will be required as part of their flexible hours to attend Governing Board meetings as identified. Attendance at Governing Board meetings as part of the identified 'quota' will be worked as part of the officer's 37* **(or pro rata as applicable)** hours per week. Appropriate travel time to meetings will be included as part of the flexible working (where officers go straight from work). Time accrued as a result of attendance at Governing Board meetings should be taken in accordance with the Team's Work Life Balance Scheme.
- It is expected that the majority of annual leave will be taken during periods of school closure in line with the needs of the service.
- The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.
- This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. Provide advice to Governing Boards on governance, constitutional and procedural matters. The new regulations require Governing Boards to have regard to advice from the Clerk in regards to exercising the Governing Board's functions.
2. Provide effective administrative support in order to deliver a clerking service to schools.
3. Ensure Governing Boards are properly constituted.
4. Manage information effectively and in accordance with legal requirements.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control (where applicable).

Financial

To work in accordance with Financial Regulations and procedures of the Local Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Authority's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Internal: Staff of all levels within the Service areas and in schools. Officers of other Services and members of the council.

External: Headteachers, Governors and others as determined by programme allocation. Liaison with officers of the DfE, other LAs, Diocesan Authorities, representatives of other bodies and internal and external bodies relating to areas of work.

Responsibilities:

The postholder must:

1. Perform his/her duties in accordance with the Authority's Equality and Diversity Policy.
2. Ensure that the Authority's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

PRINCIPAL DUTIES

The Governor Support Officer as clerk to the Governing Board* will:

1. Provide advice to the Governing Board

1. Advise the Governing Board on governance legislation and procedural matters where necessary before, during and after meetings.
2. Act as the first point of contact for Governors with queries on procedural matters.
3. Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Board.

4. Inform the Governing Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
5. Offer advice on best practice in governance, including on committee structures and self-evaluation.
6. Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.
7. Advise on the annual calendar of Governing Board meetings and tasks.
8. Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
9. Contribute to the induction of Governors taking on new roles.

2. Effective administration of meetings

1. With the Chair and Headteacher prepare a focused agenda for the Governing Board meeting.
2. Read the Headteachers termly report and bring to the attention of senior officers in Early Help and Schools Service any issues requiring comment at the Governing Board meeting.
3. Read the committee minutes to identify areas which may have implications on the agenda i.e. policies agreed; suggested Local Authority items picked up at committee level prior to the Governing Board meeting; areas delegated to committees e.g. register of business interest that should be covered on an annual basis where delegated to committee.
4. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
5. Ensure meetings are quorate.
6. Record the attendance of Governors at meetings (and any apologies – whether they have been consented to or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting.
7. Draft minutes of Governing Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher.
8. Circulate the reviewed draft to all Governors, the Headteacher (if not a Governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the Governing Board and within the timescale agreed with the Governing Board.
9. Follow-up any agreed action points with those responsible and inform the Chair of progress.
10. Alert the Schools Support Services Manager/Team Leader to any items raised at Governing Board meetings which may have wider implications

3. Membership

1. Advise Governors and appointing bodies in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner.
2. Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
3. Ensure Disclosure and Barring (DBS) checks and any other pre-appointment checks have been carried out on any Governor when it is appropriate to do so.
4. Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
5. Advise the Governing Board on succession planning (of all roles, not just the Chair).

4. Manage Information

1. Maintain up to date records of the names, addresses and category of Governing Board members and their term of office, and inform the Governing Board and any relevant authorities of any changes to its membership.
2. Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Governors e.g. Child-protection, SEND.

3. Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
4. Advice on the production of statutory policies and other school documents approved by the Governing Board are kept in the school and published as agreed, for example, on the website.

5. Personal Development

1. Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
2. Keep up-to-date with current educational developments and legislation affecting school governance.
3. Participate in regular performance management.

6. Additional Services

The Governor Support Officer may be asked to undertake the following additional duties:

1. Clerk within the terms of the traded service any statutory appeal committees/panels the Governing Board is required to convene.
2. Support the admin function as part of the traded service.
3. Participate in, and contribute to the training of Governors in areas appropriate to the clerking role.
4. Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
5. Maintain archive materials.
6. Prepare briefing papers for the Governing Board, as necessary.
7. Support school in conducting skills audits and advise on training requirements and the criteria for appointing new Governors relevant to vacancies.
8. Perform such other tasks as may be determined by the Governing Board from time to time within the remit of the traded service.

SECONDARY DUTIES

To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: A Walker

Date: 11th January 2019

Agreed by Postholder: _____ Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Governor Support Officer
Section :	Governor Services	Post Number :	EHSSSS000018
Job Ref:	RO24352	Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Do you have the ability to travel?	E	AF and I
2 This service is for Governors who are voluntary, unpaid and act in their own time and as such, the service has to be customised for their need. The post will therefore involve necessary attendance at meetings outside of normal office hours on a regular basis.	E	AF and I
(b) Qualifications and Experience		
3 Please demonstrate your good Numeracy and Literacy skills.	E	AF, I and A
4 What is your experience of working with a range of professionals from different settings?	E	AF and I
5 Please detail your experience of working with a wide spectrum of individuals dealing with a variety of queries/problems	E	AF and I
6 What is your experience of communicating effectively?	E	AF, I and A
7 Please give details of your experience of organisational and administrative skills?	E	AF, I and A
8 What experience in the use and application of IT systems e.g. Microsoft packages including Word, Excel and Access do you have?	E	AF, I and A
9 Please detail your experience of prioritising your workload effectively to meet deadlines and effectively manage your own time in a pressurised environment	E	AF and I
(c) Skills and Knowledge		
10 How would you give advice at a Governing Board meeting and provide adequate challenge?	E	AF, I and A
11 How would you build and maintain effective working relationships with colleagues and staff in schools?	E	AF and I
12 What ability to work methodically and record information accurately with attention to detail do you have?	E	AF, I and A
13 Please explain your ability to prepare an agenda and write accurate and concise minutes	E	AF, I and A
14 What ability to organise meetings do you have?	E	AF and I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Skills and Knowledge (continued)		
15 Please evidence your good listening and oral skills	E	AF, I and A
16 How would you maintain confidentiality?	E	AF and I
17 How would you contribute and work within a team environment?	E	AF and I
18 Please demonstrate your flexible approach to the demands of the service	E	AF and I
19 Please demonstrate when you would exercise judgement i.e. when to seek advice	E	AF and I
(d) Behaviours and Values		
20 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF and I
Armed Forces		
21 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
22 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I