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| **Service:** | Governor Services | **Grade:** | 4C | **Salary:** | £38,813 to £41,675 |
| **Reporting to:** | Head of School Provider Arm | **Location:** | Unity House, Salford Civic Centre | **Hours:** | Full Time 36Hrs |
| **About the role** |  | **Our priorities**  |
| As Governor Services Manager you will take the strategic leadership role in shaping the service whilst managing the team and working effectively with chairs of governors, headteachers and other governors. You will be responsible for developing and providing an effective clerking service to schools, developing and managing the team day to day, and will enable governing boards to work within the current legislative framework. You will secure continuity by ensuring schools ‘buy in’ to an effective, efficient and well respected service.* Provide strategic leadership and direction in respect of the operational demands of the service, determining and taking action to address priorities, procedures and areas for future development
* Provide day to day line management support to staff in the Governor Services Team
* To review and amend, as required, systems, policies and procedures to ensure that customer requirements and statutory duties are met
* Ensure that all practices within the Governor Services functions adhere to GDPR requirements
* Maintain and develop a team approach to the delivery of services based on a culture of continuous improvement, ensuring all staff are ambassadors for the Council’s 4 values.
* Ensure that staff are equipped with the skills and knowledge to be able to deliver effective services
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| **Key outcomes** |
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| * Strategies are in place to support good governance in all schools
* Continuity is secured by ensuring schools ‘buy in’ to an effective, efficient and well-respected service.
* The service meets statutory requirements and duties and those set out in the SLA for schools
* Effective clerking services are provided to schools to strengthen the work of governing boards: providing reliable and accurate advice and effectively administrating meetings
 |  | * Local authority updates and information for governors is provided to all schools
* The administration and recruitment of Local Authority Governors is well managed
* Support is provided to governing boards, as required, in line with the Local Authority School Improvement Strategy and the Schools Causing Concern policy.
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| **What we need from you** |
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| Skills and knowledge* Professional credibility through proven relevant experience and Level 3 accreditation in Clerking of School and Academy Governing Boards
* A proven track record of effective team management
* Good knowledge and experience of using IT systems and software packages to support the delivery of services
* Excellent knowledge of relevant legislation and regulations
* The willingness to work flexible hours in different locations across the city to meet the demands of the service
 |  | Values* Ability to model and demonstrate our values and leadership behaviours
* A desire to deliver excellent customer service
* A belief in and commitment to nurturing a team based culture of improvement and personal responsibility: recognising, valuing and developing the strengths of team members to achieve service goals and improvements
* Ability to demonstrate respect and care for others: treating everyone fairly, listening and acting on what people say
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| **Our leadership behaviours**  |  | **Our values**  |
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| **As a values-based leader you will:*** Model the values and embed them in the way your team delivers services
* Hold people accountable for delivering the values
* Respect and care for others, treating everyone fairly, recognising the importance of ensuring equality of opportunity for all, and listening and acting on the things people say
* Be honest, taking responsibility for your actions and decisions
* Use resources that you are trusted with wisely
 |  | **To lead and develop people you will:*** Listen to understand, not to defend
* Give people the freedom to use their initiative
* Provide opportunities for people to discuss and solve problems and issues
* Regularly provide coaching and support to others to help them achieve their objectives and potential
* Appreciate and build on people’s strengths
* Motivate, engage, encourage and inspire others in order to be the best they can be
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| **To create a performance and development culture you will:*** Be visible, inject pace, vigour and purpose
* Expect high standards; mediocrity is not acceptable
* Take an evidence and whole system approach in making decisions
* Maximise technology and models to deliver quicker, easier, better services
* Have a digital mindset, fully utilising digital systems and solutions to deliver services differently
* Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop
 |  | **To build and communicate a vision for the future you will:*** Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services
* Build strong collaborative relationships to find creative ways to make services more sustainable and flexible
* Recognise and values the strengths of people and places, taking a strengths-based approach to make the most of opportunities
* Support people through change, in undertaking new things, and taking risks
* Take a place and whole system approach in designing, delivering and leading services
* Ensure an inclusive approach with the aim of reflecting the increasing diversity of Salford
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| **Application guidance** |

We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.

The ‘Key outcomes’, ‘What we need from you’ and ‘our leadership behaviours’ sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don’t give up if you are not able to reflect all of these in your application.