

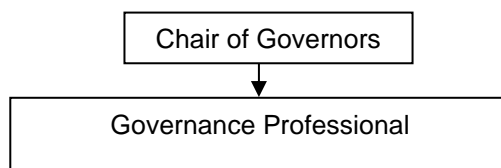
JOB DESCRIPTION

School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Governance Professional	Grade/Salary Range: H (Evaluated 11/2024)

JOB PURPOSE

- To ensure the continuity and effectiveness of governing body business, by providing high quality confidential administrative support, working within the governance legislative framework.
- To be responsible for
 - Advising the governing body on constitutional and procedural matters, duties and powers, ensuring compliance with governance legislation.
 - Recommending good practice.
- To be accountable to the governing body, working effectively with the Chair of Governors, the Headteacher and other Governors.
- Facilitate 6 Full Governing Board Meetings, 3 Finance Committee Meetings and approximately 3 Extraordinary Meeting per academic year.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- To prepare and distribute purposeful timely agendas for meetings, taking account of DfE, Local Authority and Trust issues and focusing on school improvement.
- To keep attendance records of governors and to advise on appropriate action for absences.
- To advise the governing body on governance legislation and procedural matters where necessary.
- To take notes of governing body meetings in order to produce comprehensive and effective minutes, reflecting discussion and recording all decisions accurately and objectively with timescales for agreed actions.
- To maintain an archived record of signed governing body minutes, ensuring that copies are available for inspection.
- To keep abreast of legislation affecting school governance and current education developments
- To communicate relevant information to all governors as required
- To act as Chair of Governors for that part of the meeting when a new Chair is being elected
- To maintain records of governing body membership and constitution details
- To liaise with Local Authority and Trust to keep informed of membership changes
- To maintain all records and documentation relevant to school governance business, including standing orders, statutory policies, committee membership details and terms of reference
- To ensure that a register of business interests is maintained in line with legal requirements and updated annually
- To deal with election of Parent and Staff Governors including any ballots as necessary

- Update school website as required.
- To attend termly briefings and participate in professional development opportunities
- To ensure that all governors carry out statutory training in a timely manner
- To carry out any other reasonable duties relating to the post as directed

SCOPE OF JOB (Budgetary/Resource control, Impact)

- Requires an ability to interpret School Governance Regulations regarding the function, responsibilities and authority of school governing bodies
- Will be required to communicate with national and local government officers, governors and Education professionals including Headteachers on a regular basis
- Will have access to extremely sensitive and highly confidential information which must be dealt with discretely
- Will work with the Trust Governance team to ensure Local Governing Board is kept apprised of its responsibilities within the MAT structure

Impact

A DfE (Department for Education) survey has cited the role of the Governance Professional as being important to governing effectiveness.

The School's Inspection authority, Ofsted, has commented that "the Clerk to Governors has a significant impact on the work of the governing body and consequently the effective leadership of the school".

The latest Department for Education governance guide highlights the importance of the Governance Professional and states that 'The governing body **must** listen to the independent advice the governance professional provides and have regard to that advice when exercising its functions'

PERSON SPECIFICATION

Job Title:	Governance Professional	School:	Brookfields School
Reports to (job title):	Governance Professional	Location:	Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D?	CONTEXT (How the criterion will be used in the job)
<p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent skills in literacy and numeracy – Grades 9 to 4 GCSE in English and Maths <input type="checkbox"/> Educated to ‘A’-Level Standard or above, or with an appropriate professional qualification <input type="checkbox"/> Good knowledge of ICT and in particular use of Word and Excel <input type="checkbox"/> Experience of working in a school office environment <input type="checkbox"/> Has a minimum of 1 years relevant experience <input type="checkbox"/> Administrative skills including typing and advanced internet research skills <input type="checkbox"/> Ability to maintain the governance section of the school website to ensure that it is fully compliant with Department for Education requirements 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The literacy and numeracy skills are essential to be able to produce accurate written documents and present data as required <input type="checkbox"/> Experience in a school based setting is desirable to be able to pick up the role quickly and efficiently
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of school governing body legislation and procedures <input type="checkbox"/> A good understanding of the management processes in a school <input type="checkbox"/> Awareness of and willing to promote the School’s social inclusion policies and practices <input type="checkbox"/> Knowledge of good practice in governance <input type="checkbox"/> Ability to find and assist with the recruitment of new governors and provide a relevant induction programme to meet the needs of the governing board <input type="checkbox"/> Knowledge of procedural processes for administration of the governing board and meetings 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To be able to ensure that all pupils are included as part of the School <input type="checkbox"/> To ensure that the governing board is fully compliant with school governance legislation

<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of training requirements for board members. Ability to source relevant training courses for governors <input type="checkbox"/> Knowledge of how to run parent governor and staff governor elections to ensure that they are compliant and transparent <input type="checkbox"/> Knowledge of how schools are managed and financed in order to understand the content at meetings and write appropriate minutes 	<p>D</p> <p>D</p> <p>E</p>	
<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience of writing agendas and accurate concise minutes which are compliant and provide an accurate record of the meetings <input type="checkbox"/> Excellent record keeping skills such as governor attendance, governor training and use of the Chair's signature <input type="checkbox"/> Excellent communication skills with all stakeholders <input type="checkbox"/> Ability to develop and maintain contacts with outside agencies e.g. LA, Department for Education <input type="checkbox"/> Good organisational ability <input type="checkbox"/> Ability to work unsupervised and on own initiative <input type="checkbox"/> Excellent time management to meet deadlines and competing demands <input type="checkbox"/> Good skills of tact and diplomacy <input type="checkbox"/> Advisory skills (recommending a course of action) <input type="checkbox"/> Ability to work effectively with governors who are volunteers <input type="checkbox"/> Ability to network with governance professionals in other organisations 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/>
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Willing to work as part of a team <input type="checkbox"/> Personal integrity and commitment to the Principles of Public Life (The Nolan Principles) <input type="checkbox"/> Confidence and resilience (to challenge when necessary) <input type="checkbox"/> Commitment to professional development to maintain knowledge and improve practice <input type="checkbox"/> An empathy with pupils who have special needs <input type="checkbox"/> Professionally discreet and able to respect confidentiality <input type="checkbox"/> Flexible approach to tasks 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Working with other members of staff at all levels is a key requirement of the role to ensure that the school runs smoothly <input type="checkbox"/> At times there will be confidential discussions about members of staff, children or families that you are involved in or have sight of <input type="checkbox"/> Flexibility within the office may be required at any time

<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Ability to work well under pressure <input type="checkbox"/> Ability to work flexible hours, including evening work <input type="checkbox"/> Able to travel to meetings <input type="checkbox"/> Willing to undertake any statutory training the job requires <input type="checkbox"/> This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post. 	<p>E E E E E E E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure that the post holder is able to demonstrate the appropriate suitability to work with children
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