



## Job Profile

### Governor Support Clerk

#### Grade F

**Group:** Care, Wellbeing and Learning

**Service:** Learning and Schools - educationGateshead

**Location:** Dryden Centre, Gateshead

**Line Manager:** Governor Support Manager

**Car User Status:** Casual

#### Job Purpose

To act as clerk for a designated group of schools and be accountable for providing constitutional advice, support and guidance, to Headteachers, Chairs of governors and governors which enables Governing Bodies to carry out their statutory roles and responsibilities effectively.

#### The key roles of this post will include:

1. Work effectively with the Chair and Headteacher to prepare a draft agenda, which focuses on school improvement and to receive an update on progress of actions previously agreed by the Governing Body, taking account of DCSF, LA and church authority issues.
2. Attend and minute meetings, ensuring the meeting is quorate and attendance is recorded, and decisions and actions are accurately documented.
3. Prepare draft minutes of governing body meetings within a specified number of working days.
4. Maintain a database of names and contact details of Governing Body members.
5. Keep the School Improvement Partner advised on matters and issues that concern school management and leadership which impacts upon the Governing Body's role.
6. Consult with relevant officers to ensure that legal advice, support and guidance given to the Governing Body regarding best practice and legislation is appropriate and enables the Governing Body to carry out its role effectively.
7. Assist Governing Bodies in ensuring governor vacancies are filled.
8. Undertake such allocated responsibilities which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Legislation relating to either personnel or education with specific reference to the role of Governing Bodies

#### Experience

- Relevant administrative practices
- ICT Packages - Word, Excel, Outlook
- Producing minutes from formal meetings
- Organising and prioritising workloads, working under pressure and to deadline
- Monitoring of systems
- Good literacy/numeracy skills
- Good, effective communication skills
- Working as a clerk to school governors
- Ability to work independently and as part of a team

#### Qualifications

- 4 GCSEs at Grade C or Grade 4 or above (including Maths and English) or equivalent.
- Successful completion of or willingness to work towards the National Training Programme for Clerks.
- Full driving licence and have access to a car or means of mobility support

### Desirable:

#### Knowledge

- Governing Body procedures and legislation.

#### Qualifications

- European Computer Drivers' Licence.
- NVQ4 in Business Admin or equivalent.



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences