



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

- A sound understanding of the legislation relating to education or equivalent knowledge which demonstrates an ability to understand the workings of an educational/business establishment.

Experience

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

Qualifications

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

Desirable:

Knowledge

- Governing Body procedures and legislation.

Experience

- Working as a clerk to school governors.

Qualifications

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



Competencies

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