 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: School & Governor Support	
JOB TITLE: Assistant School and Governor Support Officer			
GRADE: H-I			
REPORTING TO: Manager – School & Governor Support Service			
1.	JOB SUMMARY: To provide a support service to Schools and Governing Bodies, including assisting in the production and distribution of information and materials for Headteachers, Governors and Governing Bodies. This includes providing Governing Bodies with a detailed record of their meetings. Assisting in the co-ordination, review and updating of information services and the monitoring, evaluation and development of the quality of service delivery. Advising Headteachers and Governing Bodies on legislation and guidance issued by the Government and Local Authority affecting Governing Bodies.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To assist in ensuring that all administrative systems and procedures in respect of matters concerned with information, training and support services for Governors and Governing Bodies operate effectively and efficiently.	
	2.	To attend, advise and clerk meetings of school governors, governing bodies/committees/working parties, consultative meetings, review meetings, case conferences and other relevant meetings which may be arranged from time to time, and undertaking administrative and clerical action in respect of preparation for such meetings and arising out of them e.g. drafting minutes.	
	3.	To be responsible for the implementation and delivery of the Children, Education and Social Care complaints procedure and to establish a departmental monitoring system, to be used by all, as part of the Department's service review procedures	
	4.	To be responsible for the swimming programme including staffing, timetabling and ensuring health and safety in all pools.	
	5.	To be responsible for clerical support and administration for SACRE.	
	6	To contribute to the establishment, development, evaluation and review of administrative systems and procedures relating to School and Governor Support.	
	7	To assist in ensuring that there is compliance with all legislative deadlines, security requirements and working systems and procedures.	

	8	To provide advice to Headteachers and Governing Bodies on legislation and guidance issued by the Government and local Authority.
	9	To attend meetings and liaise and communicate with colleagues in Children, Education and Social Care, other Council Directorates, outside agencies and relevant bodies.
	10	To assist in the preparation of reports and notes e.g. for Committees/Working Parties of the Council, schemes of administration, minutes, costings/estimates, statistical returns documentation in respect of advice and guidance for schools, colleges and other establishments, as required from time to time.
	11	To support the development of an effective customer service ethos across the authority.
	12	To enhance the image of the Service within the Authority by promoting awareness of services and achievements and encourage greater awareness.
	13	To attend and participate in in-house training and development courses for staff as required.
	14	To be responsible for the recruitment and personal assessment of all employees for whom the postholder is personally responsible and ensure career development and training requirements are continually met.
	15	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	16	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary to enable compliance with the authorities health and safety rules and legislative requirements.
	17	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated December 2021

PERSON SPECIFICATION


Job Title/Grade	Assistant School & Governor Support Officer	H/I
Directorate / Service Area	Children's Services	School & Governor Support
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A good general education with a minimum of 5 GCSEs, including maths and English or equivalent. Professional Clerking Qualification 	<ul style="list-style-type: none"> NVQ Level 4 or HNC in Public Administration or equivalent. 	Application form
Experience	<ul style="list-style-type: none"> Experience of attending meetings, taking notes and minutes with a view to ensuring action is instigated. Knowledge of the current educational landscape i.e. different 	<ul style="list-style-type: none"> Experience of working in an education environment in a school or local authority or serving as a school governor. Experience of working with a bespoke data base. 	Application / Interview

	types of school, current government initiatives.		
Knowledge & Skills	<ul style="list-style-type: none"> • Able to use Microsoft Office and a good working knowledge of different software packages including Microsoft Teams and Zoom • Good communication skills, both written and oral. • The ability to establish good working relations with Governors, Head Teachers and Officers in the Council. • Good organisational skills and able to work to tight deadlines. 	<ul style="list-style-type: none"> • Some knowledge of the roles of governing bodies, governors and the interaction between Schools and Local Authorities. • Ability to interpret legislation and guidance issued by the Department for Education and Local Authority. 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Able to be flexible and multi-functional as this post will involve evening work within the basic hours of the post. • Be of a friendly and helpful disposition. • Able to address problems and deliver solutions were appropriate. 	<ul style="list-style-type: none"> • Ability to retain neutrality in confrontational situations. 	Application / Interview

Other requirements	<ul style="list-style-type: none"> Due to the role requiring travel between venues a full driving licence and access to a motor vehicle is essential 		
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Person Specification dated December 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Childrens Services	SERVICE AREA: School and Governor Support Service, EIS
JOB TITLE: Assistant School and Governor Support Officer	
GRADE: Grade H to I	
REPORTING TO: Lucy Emmerson	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	Yes
Lone working – working on own, travelling to and from meetings needing driving licence and access to a car for travel	
No known risks associated with this role	As above

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Lucy Emmerson

Date: 20.12.21