

LANCASHIRE COUNTY COUNCIL

For completion by Lancashire County Council employees. Please read the explanatory notes overleaf first.

JOB DESCRIPTION POST OF BUSINESS SUPPORT OFFICER – GOVERNING BODY ADVISER					
Directorate for Children and Young People			Location:	Area Office	
Establishment/Team:		Directorate for CYP – Governor Services		Post No:	E040341700 8
Grade:	6	Designated Line Manager:	Area Team Manager	Car User:	Essential
Staff Responsibility: None		Number of Staff Directly Supervised: None		Which Business Plan incorporates this Post? Governor Services	
<p>CORE VALUES AND JOB PURPOSE:</p> <p>The Directorate for Children and Young People</p> <p>Believe</p> <p>We can make a positive difference to the lives of children and young people.</p> <p>We value</p> <ul style="list-style-type: none"> • The role of parents, carers and all who have a parenting responsibility. • What children, young people and their families want to tell us. • The power of people working together to achieve common aims. • Good public service. • The richness of our diverse communities and cultural heritage. • The essential contribution education and learning make in improving lives of children and young people. • The creative contribution made by children and young people to their communities. <p>And the purpose of this job is to provide high quality clerking support for governing body meetings and their working committees.</p>					
<p>CORE TASKS:</p> <p>1. Clerking of governing body meetings, and working committees.</p>					
<ul style="list-style-type: none"> • To negotiate the date, time and venue of governing body meetings and routine committee meetings with the chair of governors and headteacher. • To arrange additional or special meetings in response to appropriate requests. • To draw up the agenda for meetings of the governing body and routine committee meetings in consultation with the chair of governors and headteacher. 					

- To liaise with all other services within CYP and other areas of the Council regarding relevant agenda items for which information is required.
- To ensure that the agenda and supporting papers are prepared and distributed in accordance with the timetable for the meeting.
- To advise the governing body on best practice, the interpretation of the Instrument of Government and the School Governance Regulations in relation to matters under discussion and to refer the governing body to other officers of the County Council from whom advice and information might be sought.
- To attend meetings of the governing body, take and prepare the minutes of the meetings and check the draft copy of the minutes.
- To maintain governing body records, including attendance.
- To alert the Area Team Manager to any items raised at a governing body meeting or by governors at other times which may have wider implications.
- To undertake all the required follow-up action from the meeting.

2. Participate in all appropriate training

3. To assist the Area Team Manager in responding to general school governance enquiries.

4. Support for the Area Governor Services Manager – Clerking Service on the delivery of the Clerking Service.

5. To undertake other tasks commensurate with the post.

Prepared by:

Theresa Moore

Date:

April 2015

EQUAL OPPORTUNITIES: The County Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

HEALTH AND SAFETY: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the County Council in implementing its general statement on the Health and Safety policy.

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PERSON SPECIFICATION FORM		
Job Title: Governing Body Adviser	Grade: Grade 6	
Directorate for Children and Young People	Post Number: All GB advisers	
Establishment/Team: Governor Services		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)
Qualifications		
<ul style="list-style-type: none"> • English Language GCSE A* - C or equivalent • A-level/graduate level or equivalent 	E D	AF/I AF/I
Experience of		
<ul style="list-style-type: none"> • Successful minuting/notetaking at meetings • Effective application of office procedures • Responding to change • Working with a variety of people, including dealing with conflict • Using Microsoft Word, databases and other IT applications • Managing time and working to strict deadlines • Working effectively as a member of a team 	E D D E D E E	AF/I AF/I AF/I AF/I AF/I/T AF/I AF/I
Knowledge/skills/abilities		
<ul style="list-style-type: none"> • Duties and responsibilities of school governing bodies. • Good interpersonal and oral/written communication skills. • An ability to handle differences of opinion and offer unbiased advice to resolve such differences. 	D E E	AF/I AF/I AF/I
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)
Other (include special requirements)		
<ol style="list-style-type: none"> 1. Commitment to Equality & Diversity. 2. Commitment to Health & Safety. 3. Car/current driving licence and use of a vehicle to travel anywhere in the Area served by the Team. 4. Ability to work evenings and unsocial hours. 	E E E E	I I I AF/I
T. Moore		Date: April 2015
Note: We will always consider references before confirming an offer in writing.		