**Job Description**

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| **Directorate:** | Directorate for Children and Young People | | |
| **Service:** | Governor Services | | |
| **Location:** | Area Office | | |
| **Salary range:** | £27,269 - £31,067 | **Grade:** | 6 |
| **Reports to:** | Area Team Manager | **Staff responsible for:** | None |

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| **Job purpose and scope** |
| **The Directorate for Children and Young People**  Believe  We can make a positive difference to the lives of children and young people.  We value  • 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.  The purpose of this job is to provide high quality clerking support for governing body meetings and their working committees. |

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| **Accountabilities/Responsibilities** |
| 1. Clerking of governing body meetings and working committees:  * 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.  1. Participate in all appropriate training. 2. To assist the Area Team Manager in responding to general school governance enquiries. 3. Support for the Area Governor Services Manager – Clerking Service on the delivery of the Clerking Service. 4. To undertake other tasks commensurate with the post. |

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| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.   * **Safeguarding Commitment**   We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.   * **Skills Pledge**   We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. |

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| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * English Language GCSE A\*-C or equivalent * A-level/graduate level or equivalent\* |
| **Experience** |
| * 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 |
| **Essential knowledge, skills & abilities** |
| * 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. |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
| * This is an essential car user post   *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive* |
| * Ability to work evenings and unsocial hours |