



The Education People Job Description: Governance Professional

Service:	Governor Services -The Clerking Service
Job Title:	Governance Professional
Grade:	TEP Spot Salary Term Time Only
Responsible to:	Senior Area Governance Officer

Job purpose:

The purpose of this role is to perform the duties as the Governance Professional to Governing Bodies, Trust Boards and Management Committees on behalf of The Education People Clerking Service.

To work proactively with allocated boards by managing the administrative duties and providing organisational support; advising and guiding the boards to ensure they are compliant with the appropriate legal and regulatory framework including ensuring the board understands the potential consequences for non- compliance; advising on procedural matters in relation to the operation of the board including at all levels of governance within a Trust.

Contribute to and influence the effectiveness of the governing board by keeping abreast of national and local initiatives and developments in governance, to drive school improvement and to deliver the best outcomes for all pupils.

Support the development of The Clerking Service to enable its growth and high quality by mentor new recruits ensuring their quality assurance and supporting the Clerking Service Lead with the performance management process.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main accountabilities:

1. Across an area, to be the governance professional for 9 Maintained, Trust, Management Committees and Independent schools, working proactively with the Clerking Service Lead and Clerking Service Team.
2. Working remotely without supervision to deliver the high quality expected of the Service Level Agreement including developing professional working relationships with chairs, governors and headteachers, CEO's ensuring consistent communications across the team.
3. Working in collaboration with the Chair, headteacher and governors advise and produce an annual calendar of meeting dates to meet any financial and legal requirements.
4. Manage the organisation and administration of board meetings by producing focussed draft agendas, working in collaboration with the Chair or Committee Chair and headteacher or CEO. Managing the collection and distribution of all supporting papers and documentation to meet legislative requirements. Ensure statutory policies are in place and reviewed at the appropriate meeting.
5. Record the attendance at any board or committee meetings and implement appropriate action in relation to absences as required in following legislation.
6. Attend board meetings to take accurate notes, identify and provide the advice and guidance as required to enable board compliance with its legislative, procedural, and regulatory frameworks including presenting as necessary the consequences of non-compliance. (This will require some planned evening work and time off will be taken in lieu in liaison with the Clerking Service Lead)
7. Produce accurate high-quality draft minutes of the meeting, within a short time frame to meet the standards of the Service Level Agreement. Following approval from the Chair and factual content check from the Headteacher, circulate to the board members. Manage the official governance minute book/hard copy filing to meet legislative requirements. Ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements. Manage the official minutes/ any inspection copies/ complaint files in line with GDPR and DPA requirements.
8. Follow up any actions from meetings, being solution focused to resolve complex queries independently and where necessary gaining advice and support from the Area Governance Officers, TEP and wider Local Authority professionals.
9. Manage the governing board membership, working in collaboration with the Chair, by advising on recruitment; succession planning; election of chair/ vice chair/ committee chair; appointments; terms of office; constitution; terms of reference; advising and supporting as necessary with any governor appointment process and governor conduct; and liaising with the appropriate appointing bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements. Inform the relevant authority as required of any resignations.
10. Issue letters of appointment; completion of legal declarations; induction processes and ensure DBS and other relevant checks are carried out for new and other governors as required or appropriate. Manage and maintain a register of Governors' interests, advising as required to support the board in managing any conflicts, perceived or real.
11. Ensure the boards published requirements as required in legislation are complied with for the school website; GIAS and where necessary the LA governor database. Manage the LA governor database and any storage portal for compliance and to aid the boards effectiveness.
12. Advise the board on its core functions and features of effective governance as described with the DfE governance handbook. Influence the effectiveness of the board by offering advice on best practice including of governance structure, model and operation. Anticipate any issues which may arise, drawing these to the attention of the Chair. Ensure statutory policies are in place
13. As the Governance Professional lead on the procedural requirements for the Complaints process including communication; setting the hearing; organising the panel members; preparing documentation packs; advising as necessary; attending and minuting;

supporting with the production of the outcome letter ensuring policy compliance and to ensure an accurate record is maintained of evidence on which complaint decisions are made.

14. Organise and minute exclusion and personnel board panel hearings and appeals as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important pupil or employment decisions are made.
15. Work with the Clerking Service Lead, to fulfil clerking support and guidance where no fulltime clerk is assigned to a school that subscribes to The Clerking Service.
16. Contribute and attend Service and County governance professional briefings and participate in professional development opportunities as directed by the Clerking Service Lead.
17. Support the Clerking Service Induction process by mentoring, assessing and quality assuring new governance professionals.
18. Contribute to the Clerking Service Performance Management process by performing minute review quality assurance and other benchmarking criteria, reporting any concerns to the Clerking Service Lead.
19. Attend, when required, and proactively contribute to team meetings to ensure the service is fit for purpose and reflects changing needs and priorities but at all times focusses on influencing the effectiveness of boards for the highest outcomes for all pupils.
20. Promote the TEP resources for Governing Boards and wider school use.
21. Work in collaboration with the Head of Governor Services to collate and analyse data, producing reports against agreed local, regional and national criteria to inform the service and ensure contract targets are met.
22. Work with the wider team to maximise income generation opportunities and meet financial targets, ensuring consistent communications.

Annex B: Person specification: Governance Professional

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	MINIMUM
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent • Level 3 qualification in Clerking or equivalent • Proven experience
Experience	<ul style="list-style-type: none"> • Experience of in working in environment using initiative and self-motivation • Experience working as a member of a team • Experience of drafting agendas, and minute production
Skills and Abilities	<ul style="list-style-type: none"> • Ability to analyse information and statistical data • Ability to manage administrative systems for record keeping and membership • Proven ICT skills in Microsoft Office • Ability to communicate effectively face to face, by telephone and in writing • Ability to take decisive action for when needed • Ability to be solution focussed for queries and complex situations • Ability to undertake research • Ability to establish effective working relationships with managers, headteachers, CEOs, governors, officers, colleagues and outside agencies • Ability to influence and lead people • Ability to motivate others and find joint solutions • Ability to work under pressure, organise time and work to deadlines • Ability to work in an unsupervised environment • Ability to support colleagues and share knowledge • Ability to maintain a confidential environment as required
Knowledge	<ul style="list-style-type: none"> • Knowledge of the education system • Understanding of the Clerking Competency Framework • Understanding of the roles and responsibilities in school governance • Secure knowledge of governance regulations and legislation • Understanding of models of Governance across collaborative school arrangements • Understanding of GDPR and Data Protection • Understanding of the Equality Act
Behaviours	<ul style="list-style-type: none"> • People & Partnerships – ability to cooperate with colleagues and partners to achieve common goals, and be an approachable and considerate member of the team • Outcomes and Delivery – be clear on what has got to be achieved, share knowledge of best practice, learning from things that have not worked so well and look for opportunities to deliver services and developments through joint working. • Conversation and compassion – encourage free-flowing

	<p>conversation, politeness when dealing with others – whatever level, check for mutual understanding and listen carefully and act on what is being said – use clear language.</p> <ul style="list-style-type: none"> • Make the right, transparent decisions and stand by them • Meaningful talk and prompt feedback flow in all directions at right times • Coach for growth and improvement • Have an openness for personal development, learning and change • Act as a partner of choice • Step up when people need you to and deal with controversy and conflicts • Steer and influence people and boards through tough times to clear goals • Deliver, deliver, deliver • Challenge what and how we deliver • Embed new, right sourced models and simple, lean solutions • Develop and use professional knowledge and competency
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Annex C: Company values and expectations:

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.