

JOB DESCRIPTION

Job Title: Governor Services Senior Administrator

Directorate & Section/Unit: Education, Early Years, Inclusion and Pupil Place Planning

Reporting to: Lead Educational Improvement Professional

Responsible for: No formal supervisory responsibility

Salary Grade: Scale 5

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): None

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To provide a wide range of procedural advice and legislative guidance in accordance with DfE regulations and Local Authority procedures to Governing Bodies who purchase the Service Level Agreement
- To oversee the creation and delivery of centrally delivered and bespoke CPD

Main Activities & Responsibilities:

- To have an up to date, detailed knowledge of DfE statutory guidance, government legislation, policies and procedures to inform clerks and boards of their statutory requirements and best practice, as part of the Governor Services SLA.
- To provide advice and guidance to Clerks, Governing boards and Head Teachers who purchase the Governor Services Service Level Agreement.
- To provide advice and guidance on the constitution of Governing Boards, creating Instruments of Government for all new schools and amending Instruments of Government for current schools.
- To provide advice and support, and share concerns/issues to School Improvement, wider WCC Children's Services and WCC colleagues regarding governance in Worcestershire LA maintained schools.
- To provide advice and support to clerks/ chairs/ local councillors/ the cabinet member responsible for Education, the Director for Education Early Years Inclusion and Education Place Planning, regarding LA governor recruitment and the appointment statutory process in LA maintained schools.
- To plan the Governor Services termly training directory, offered to governing boards.

- To maintain and update the WCC governing board database for LA maintained school, as statutorily required.
- To create the Governor Services correspondence, which is offered to schools as part of the Governor Services SLA.
- To be responsible for regular 'clerks' mailings'
- To maintain the Governor Services secure website, that is offered to boards as part of the SLA.
- To assist with updating Governor Services training presentations and support materials, where appropriate, to ensure the training reflects current legislation and DfE expectations.
- To promote and advertise the Governor Services SLA with Worcestershire LA maintained Schools, academies and free schools. To encourage buy-back and contact schools at the point of SLA renewal.
- To assist with the administration and organisation of External Reviews of Governance and Governance consultancy purchases

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers,

statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Jane Howard

Date: March 25
Date of grading confirmation:

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Governor Services Senior Administrator

Directorate & Section/Unit: Education, Early Years, Inclusion and Pupil Place Planning

Salary Grade: 5

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience in Governor Services
- Considerable experience in the use of information technology to support administrative work,
- Considerable experience in a role interpreting legislation, regulations, policy.
- Considerable experience of customer service or customer liaison

It is **desirable** that the post holder has:

- Experience working with elected and/or appointed officials.
- Experience of financial administration
- Experience of event organisation and marketing
- Experience of working in a school or working with Governing Bodies

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Detailed knowledge of the roles and responsibilities of school Governing Bodies, or equivalent.
- Working knowledge in relation to the Department for Education (DfE) Regulations and Local Authority procedures – specifically related to Governance
- An ability to extract, present and convey accurate information and to disseminate such information where required.
- Ability to interpret legislation, Government guidance and complex regulations and offer clear advice
- An ability to influence and negotiate with a range of staff and representatives from partner organisations and agencies.
- A polite, efficient manner particularly when working under pressure and in circumstances where interruption may be commonplace.
- The ability to recognise, acknowledge and have regard to confidential and sensitive matters including child protection.
- A willingness to enhance personal performance by seeking out constructive feedback, gaining insight and awareness of personal strengths and challenges.
- Ability to maintain a network of contacts to support the work of Governor Services.
- Literacy skills to draft guidance and prepare reports.
- Ability to extract and interpret information from a variety of systems and databases.
- Ability to provide a positive and responsive service to all enquirers.
- Ability to handle sensitive and confidential information.
- Ability to organise and prioritise a busy workload.
- Ability to work with initiative and without direct supervision.
- Ability to work effectively in a team and in determining day to day priorities.
- Ability to recognise highly sensitive issues and report them to the Lead Improvement Professionals.

It is **desirable** that the post holder has:

- The ability to prioritise and work flexibly to meet the demands of the service
- Working knowledge of current issues in education, preferably those affecting schools

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Educated to Level 4 in a relevant subject or equivalent compensatory experience.

It is **desirable** that the post holder has:

- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

Author: Jane Howard

Date: June 25