



JOB DESCRIPTION

GOVERNANCE ADVISOR

RESPONSIBLE TO:

MAIN CONTACTS:

JOB PURPOSE

The postholder will be accountable to the Governing Body/ies, working effectively with the Chair/s, Headteacher/s and other governors to provide a professional clerking service to the Academy or across the Trust. The postholder will be responsible for advising the Governing Body/ies on governance, constitutional and procedural matters and will work within the broad current legislative framework.

MAIN RESPONSIBILITIES

- Advise the Governing Body on governance legislation, best practice and procedural matters, including committee structures, self-evaluation and statutory policies. Where necessary, have access to appropriate legal advice, support and guidance.
- Work effectively with the Chair and Headteacher to prepare a purposeful agenda which takes account of the DfE issues and is focused on academy improvement. Including liaison in preparing and distributing the agenda papers within strict deadlines as required by legislation or other regulations.
- Record the attendance at meetings (and any apologies) ensuring meetings are quorate and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting.
- Clerk any governing body meetings/committees and draft accurate minutes of these, including recording all decisions accurately and objectively with timescales for actions and send to the Chair and Headteacher for approval. Once approved circulate to the Governing Body
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner. Including conducting skills audits to advise on training requirements and the criteria for appointing new Governors.
- Assist with elections of parent and staff governors, give procedural advice and chair the part of the meeting where the Chair of the Governing Body is elected
- Maintain and regularly review records and archive materials. These may include signed minutes and correspondence, governor membership and committee details, register of pecuniary interests, Disclosure and Barring checks, training and attendance records. Ensure any required action is advised to the Chair, Governing Body or relevant authorities.

- To contribute to the induction of Governors taking on new roles ensuring they have access to appropriate documents and induction materials.
- Assist in the production of the Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post, including, for example, break duties and supervision of children.

JOB EVALUATION OUTCOME

FACTOR	RATIONALE	JE LEVEL	JE SCORE
KNOWLEDGE	Knowledge of policy and procedures relating to school governance	5	100
MENTAL SKILLS	Analyse and interpret information to provide advice on complex information	4	52
INTERPERSONAL & COMMUNICATION SKILLS	Provides advice to governors on legislative frameworks	4	52
PHYSICAL SKILLS	Keyboard skills with precision and speed required for most aspects of job	3	39
INITIATIVE & INDEPENDENCE	Works with recognised procedures; manages own workload	4	52
PHYSICAL DEMANDS	Normal physical effort requires with mixture of sitting, walking or carrying minor loads	1	10
MENTAL DEMANDS	Produces minutes and reporting for governor meetings	3	30
EMOTIONAL DEMANDS	Exposure to emotionally difficult or demanding situations is rare	1	10
RESPONSIBILITY FOR PEOPLE	Advises on matter that have direct impact on pupils	2	26
RESPONSIBILITY FOR SUPERVISION	No supervisory responsibilities	1	13
RESPONSIBILITY FOR FINANCIAL RESOURCES	No responsibility for financial resources	1	13
RESPONSIBILITY FOR PHYSICAL RESOURCES	Processes confidential information, advisory responsibility on a range of policies	3	39
WORKING CONDITIONS	Work is carried out in office environment	1	10
TOTAL			446