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| **JOB DESCRIPTION** | **Job No.** | **ALP** | **AM27** |



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| **Job Title:** |  | **Administrative Assistant (Governance)** |  | **Scale:** |  | 2 |  |
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| **Responsible to:** |  | Business Manager |  | **Responsible for:** |  | None | | |
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| **Job purpose:** |  | Under the guidance of the Business Manager, and in association with the NCC appointed clerk, undertaking administration processes relevant to the Governing Body. | | | | | | |

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| **Resources:** |  | **Staff:** |  | None |
|  |  | **Finance:** |  | None |
|  |  | **Physical:** |  | Shared responsibility for office equipment. |
|  |  | **Clients:** |  | SLT and Governing Body |

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| **Duties & responsibilities:** | | |
| **1** |  | Provide advice on governance legislation and procedural matters as appropriate | |
| **2** |  | Keep up to date with educational developments and legislation affecting school governance and signpost to governors | |
| **3** |  | Maintain governor contact lists, attendance registers, pecuniary interests etc. and upload to website as required. | |
| **4** |  | Contribute to the induction of new governors, sending out induction materials and ensuring access | |
| **5** |  | Effective administration of meetings; assist with preparing a focussed agenda specific to emerging needs and terms of reference, distribute agenda, minutes and supporting documents to all Governors as appropriate when provided for you. | |
| **6** |  | Provide general clerical/admin support e.g. photocopying, filing, faxing, completion of standard forms. Undertake typing and word-processing and other IT based tasks using Microsoft, Google Drive etc. | |
| **7** |  | Assist the Chair with the co-ordination of the National Governor Award | |
| **8** |  | Maintain records of all correspondence, signed minutes etc. | |
| **9** |  | Contact Governors regularly to keep them informed of forthcoming dates and requirements, compliance with the monitoring calendar | |
| **10** |  | Operate office equipment as necessary. | |
| **11** |  | Administer room bookings, refreshment requirements and other diarised Governor events. | |

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| Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond | | |
| Undertake other duties and responsibilities as required commensurate with the grade of the post | | |
| As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc.). | | |
| The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is therefore under a duty to use the ALP’s procedures to report any concerns they may have regarding the safety or well-being of any child or young person. | | |
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| **Work arrangements** |
| **Physical requirements:** |  | Ability to operate ICT / Office equipment.  Minor physical effort may be needed for lifting and carrying office equipment and files or standing for short periods photocopying. |
| **Transport requirements:** |  | None |
| **Working patterns:** |  | 10 hours per week, flexible. Term time only (will include some evenings) |
| **Working conditions:** |  | Office based |
| The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition. | | |
| This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level | | | |

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|  |  | **(Postholder)** |

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|  |  | **(Line Manager)** |

**PERSON SPECIFICATION – AM27**

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| **Job Title:** | |  | **Admin Assistant (Governance)** | |
| **Essential:** |  | | | **Desirable:** | |  |  |

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| **Knowledge & Qualifications** |  | | **Knowledge & Qualifications** |
| Good literacy skills | |  | A knowledge of governance – GB structures and functions, statutory requirements etc. | |  |  |
| IT literate with a need for accuracy | |  | Knowledge of Data Protection legislation | |  |  |
|  | |  | National Training Programme for clerks, or equivalent | |  |  |

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| **Experience** |  | | **Experience** |
| Working in an office environment providing customer care related activities | |  |  | |  |  |
| Working in a school | |  |  | |  |  |
| Minute taking and production of accurate and concise minutes | |  |  | |  |  |

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| **Skills & Competencies** |  | | **Skills & Competencies** |
| Highly efficient and organised, good listening skills | |  | Google Drive use | |  |  |
| Ability to solve straightforward problems. | |  |  | |  |  |
| No particular requirements for developed physical skills | |  |  | |  |  |

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| **Physical, mental, emotional & environmental demands** |  | | **Physical, mental, emotional & environmental demands** |
| Short periods of sensory attention when concentrating on data input or word processing and some work related pressure from conflicting demands. | |  | Impartiality, empathy and openness. | |  |  |
| Flexibility – able to attend meetings in an evening or as convenient to the Governing Body. | |  |  | |  |  |

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| **Other** |  | | **Other** |
| No exposure to people related behaviour expected | |  |  | |  |  |

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| Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others |