

Position: - Governance Administrative Assistant

Job Title:	Governance Administrative Assistant
Hours:	Full/Part Time
Contract Type:	Permanent
Salary:	Up to £12,874 depending on experience and qualifications.
Responsible to:	Headteacher/Senior Leadership Team/Governance Officer

Job Description:

A fantastic opportunity has arisen to work as a Governance Administrative Assistant supporting our governing bodies and the Board of Trustees to help deliver opportunities for our children and families. Working as an integral part of the central team, this role may occasionally include evening support for official meetings and governors training. As such, whilst not essential, this role may best suit someone who resides in reasonable proximity to our schools and who is keen to work in the education sector.

General Main Duties and Responsibilities:

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- To act as a liaison by providing support to the school/academy's Governors and Trustees by assisting with the organisation and administration of meetings and training.
- To regularly engage and collaborate with Chairs of School/Academy Advisory Committees (Local Governing Bodies), Governors, Headteacher, heads of departments and middle managers in order to support governance compliance.
- To work alongside a school-wide administration team.
- To support the Governance Officer and Governance Manager in planning, arranging and monitoring a schedule of governor meetings and training for the Board members, their sub committees and School/Academy Advisory Committee (Local Governing Body).
- To attend and keep accurate records of School/Academy Advisory Committee meetings (both actual and virtual), collating and distributing agendas, minutes, meeting papers and other relevant documentation as required.
- To attend and keep accurate records of Stage 3 school complaint and exclusion panels should they arise (both actual and virtual), collating and distributing agendas, minutes, meeting papers and other relevant documentation as required.
- Assist with administrative requirements associated with the appointment and resignation of Governors and Trustees, including statutory registers / filings and to monitor terms of office.
- To maintain and regularly monitor the School/Academy's electronic '*Register of Business and Personal interests*'
- To support the Governance Officer and Governance Manager in ensuring the School/Academy's compliance with statutory governance requirements through the collation of information and amendments to our websites.
- To assist in the collation and preparation of statistics, management information and reports relating to Governance as required by the Governance Officer / Trustees
- Assist with arranging, developing and maintaining programmes of induction, recruitment and training for governors and to monitor and record governor participation and engagement with training delivered..
- Liaise with Human Resources and Safeguarding teams to assist monitor and chase Governor and Board Members DBS checks and child protection training respectively.

Support and administration

- To provide advice and support with regard to the School/Academy Advisory Committees (Local Governing Body) appointment and election process where appropriate.
- To provide efficient administration and support to governors (with occasional assistance to Trustees and the Chief Executive Officer on occasion in respect of governance).
- To liaise with the Head of Business and Administration, Head of Facilities Management and Head of Catering respectively to ensure that refreshments are available for Board and Governing body training and meetings as necessary and that facilities officers are aware of the times / dates of out-of-hours meetings.
- To liaise with the Head of Media and Marketing to ensure Governors and Trustees are kept up to date with appropriate governance communications.
- To liaise with professional bodies, outside agencies, other schools and organisations as required.
- To be a point of contact for governors and Trustees in relation to enquires.
- To undertake any appropriate administrative or clerical work to support the school/academy, including data entry, filing, photocopying, diary management and mail distribution.
- At all times to conduct the post as an ambassador of the values and ethos of the school/academy with a focus on ensuring the best possible support for the delivery of outstanding teaching and learning for all pupils in our academy/schools.
- Undertake all work with due regard to the safeguarding and protection of children, and to health and safety requirements.
- Undertake all work with due regard to best practice and legal requirements relating to diversity and equality.
- To undertake any other appropriate work as directed by the Governance Officer, Governance Manager, Chief Executive or Chair of the Board of Trustees

Governance Administrative Support Assistant – Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none">• GCSE grade C or equivalent (to include English and Maths)• Evidence of successful experience in a secretarial, clerical or administrative role	
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none">• Excellent information and communication technology skills, including the ability to use Microsoft applications, particular Word, Excel and Outlook, and experience of using web-based applications, spreadsheets and templates• Ability to plan and organise own work efficiently, prioritising tasks pro-actively with often complex, changing and competing demands• Experience of providing excellent service to internal and external customers• Ability to work flexibly and in an adaptable way, sometimes under considerable pressure whilst maintaining a high level of accuracy and attention to detail• Ability to use judgement, initiative and discretion to process highly sensitive and confidential information	

	<p>appropriately and professionally</p> <ul style="list-style-type: none"> • Ability to understand, interpret and apply regulations • Good interpersonal skills with experience of building relationships and the ability to deal with staff at all levels. • Excellent organisational and communication skills • Willingness to work flexibly to assist and support the team • Willingness to learn new skills and to be responsive to changing duties and working practices in a positive manner • Commitment to equal opportunities policies and practices 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • To proactively seek personal development opportunities and to attend training agreed or recommended by your line manager. • Approachable • Committed • Able to motivate self and others • Calm under pressure • Well-organised • Work in a team • A willingness to learn and develop new skills • Professional at all times • Excellent written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively • Ability to work with as part of a team towards a common purpose • Knowledge and commitment to equal opportunities issues • An excellent attendance and punctuality record 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

T: 0333 335 5021 M: 07743 249 982 E: sunita@placingpeopledirect.co.uk

W: www.placingpeopledirect.co.uk