

JOB DESCRIPTION / PROFILE

<u>POST TITLE:</u>	Governance Administrator
<u>GRADE:</u>	Band 6
<u>REPORTING RELATIONSHIP</u>	Governance Manager
<u>JOB PURPOSE:</u>	Under the direction/instruction of senior staff: provide governance, administrative and general support to the school/trust.
<u>POST NAME</u>	Governance Administrator

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

1. To undertake typing and word-processing accurately and in a timely manner as required by Senior Staff.
2. Undertake clerking responsibilities including organising meetings, distributing papers, attendance at meetings, minute taking and the provision of advice where appropriate.
3. To deal with enquiries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
4. Provide Governor induction and advice and guidance on their responsibilities and powers
5. Oversee the Declared Conflicts of Interest Register and ensure compliance with audit requirements.
6. Advise Headteachers on Governor elections.
7. Provide administrative support duties including preparing emails, photocopying, filing, completion of forms, uploading to sharepoint etc.
8. To review correspondence and bring matters to the attention of the Governance Manager. In the absence of the Governance Manager bring any urgent items to the attention of senior staff.
9. To ensure that visitors, including Governors, are received courteously and punctually
10. To provide cover / assistance to other members of staff as required.

11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. To carry out your duties with full regard to the Trust's Equality Objectives.
13. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
14. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – SCHOOL ADMINISTRATOR LEVEL 2

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 2 in Administration, Business Studies or equivalent	AF,C	D1	National Clerks Development Programme or similar	AF,C
	E2	GCSE English and Mathematics Grade A* – C or equivalent	AF,C			
	E3	Word Processing / Typing Qualification (i.e. RSA)	AF,C			
Experience & Knowledge	E4	At least 1 years previous School Administrative experience	AF,R,I	D2	Awareness of child protection issues	AF,R,I
	E5	Experience of a range of Management Information Systems	AF,R,I			
	E6	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
Skills	E7	Ability to relate well to children and adults	AF,R,I			
	E8	Ability to work successfully as part of a team	AF,R,I			
	E9	Ability to communicate both orally and in writing to a wide range of	AF,R,I			

	E10	audiences Ability to maintain accurate records	AF,R,I			
	E11	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			
Personal Attributes	E12	Participate in development and training opportunities	AF,R,I			
	E13	Ability to abide by School/Trust policies and procedures	AF,R,I			
Special Requirements	E14	Motivation to work with children	AF,R,I			
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I			
	E16	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I			
	E17	Suitability to work with children	D			
	E18	Access to reliable transport to meet the travel requirements of the post	AF			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references