

Role Title	Governor Support and Finance Officer
Directorate / Business Hub	Families and Homes
Grade	SO1
SAP Position Number	50041253
Date Prepared	December 2018
Purpose To provide a high quality service to Governing Boards by providing specialist knowledge of strategic and operational advice to Head Teachers, Governors, Clerks, and members of the public on all aspects of school governance. To support an efficient and effective administrative support service to allocated school governing boards, including the provision of clerks to meetings; administrative cover for various committees; giving appropriate advice and arranging cover as required, to ensure legislative and council deadlines are met.	
Generic Accountabilities	End Results/ Outcomes
To provide advice and support to Governance Boards by making recommendations based on up to date knowledge and analysis / evaluation of information. Support an allocation of governing boards in their governance arrangements. To escalate matters to the service manager as necessary.	Governing Boards are supported to effectively carry out their statutory and good practice responsibilities. Specialist advice, information, and support are provided on a full range of technical / professional matters within the area of work. Areas of concern are managed through or escalated to achieve a satisfactory conclusion. Risk to the Council is minimised
To maintain an accurate record of governing board membership; recording governors' terms of office, contact details and link responsibilities. To record, analyse and publish complex information in various areas.	Statutory Governance publications are accurate and published. Data Analysis documents are used to inform governors of areas of effectiveness and identify development areas. The Council's key contact list for school governors is kept up-to-date. Council data protection policies and procedures are adhered to and all information is recorded and processed appropriately.
To utilise provided good practice templates to prepare agendas ensuring statutory and good practice governance items are reviewed. To work with the Head teachers to collate all meeting documents to ensure governors are in receipt of all meetings papers within the timelines set out in statutory procedures/ regulations. To promote Governor Services by attending termly clerks' briefings and governors' briefings; raising a high profile of the service.	Governors' will have a purposeful agenda which focuses on statutory and LA requirements enabling governors to focus on their three strategic responsibilities. Governors' will have the opportunity to meet all members of the Governor Services Team on a regular basis.
To have a clear understanding of the strategic role of governors and an understanding of the complexities of school governance. To manage enquiries from school governors and members of the public on all aspects relating to school governance including procedures and legislation, necessitating a working knowledge of current policies and procedures.	Specialist advice, information and support are provided to colleagues, customers and stakeholders on the full range of issues within the field of expertise. All queries are managed efficiently and effectively. Appropriate action is taken to resolve the issue promptly. Ensure a high level of customer service is provided to all stakeholders of the service. Customers are satisfied.

To contribute towards the maintenance of the governor database (ONE), ensuring all statutory functions are accessible and operational.	To work with schools and the Council's Data Team to contribute towards the development of the governor database. To ensure that the functionality for recording governor data meets operational requirements. To become the team champion for ensuring the accuracy and standard of provided reports.
To work closely with governing boards to clarify bespoke/ individual organisational support requirements. <i>Such as cycle of business and school policies reviews.</i>	Individual Governing Board requirements are identified, documented and adhered to. Improvement opportunities are identified and recommended.
To develop good working relationships with Headteacher's and Governors. To represent Governor Services at internal and external events (evenings and weekends apply).	Governor Services maintains a high reputation and enhances Service's buy-back provision. Governing Boards are engaged with receiving specific information which is relevant to them such as Briefings and Training events.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	Safeguarding standards are monitored and maintained in compliance with Council policy
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job Specific Accountabilities: (These accountabilities are likely to be service specific linked to the role)	
Provide administrative support to an identified number of governing boards. To ensure an allocated clerk has been assigned to the Governing Board.	Governing Boards are effectively managed, with meetings being held and managed in line with statutory requirements. The service aspires to provide all Governing Boards with an allocated clerk, providing consistency for all of their meetings.
To be responsible for analysing documents ensuring data is accurate and sufficiently meets Trusts' requirements (documents include 'the Scheme of Delegation and Articles of Association for new Academy Schools in Waltham Forest'). To promote and interpret individual academy articles and identify their composition. To provide advice and support to academy schools in Waltham Forest and resolve issues around membership.	To ensure guidance is in place to manage and support new schools converting to academy status. To develop and maintain an understanding of processes and requirements of schools converting to academy status. To successfully implement and enforce each academy's governance structures and provide a bespoke service as defined within the services agreement.
To work with the Education Performance team to ensure that the systems functionality enabled colleagues to easily input various streams of governor data (membership/ training). To work with the Data team to enable that all service utilised reports are readily available,	Governor Data is recorded and reported in an accurate manner, in accordance with the GDPR. Identified system requirements/enhancements are identified and reported to the ICT team for investigation. System generated written material that is provided to governors is of a high quality, referencing accurate legislation

adhere to statutory requirements and are reviewed on a regular basis.	and requirements of governors.
To enhance the volume of governors and trustees attending training and other specialist events.	Governors and trustees will be better informed of the expectations made of them as school leaders, the shared accountabilities of the board and their personal contribution to the overall effectiveness of governance.
To participated in sales meetings with the Senior Governor Support Officer/Governor Services Manager in securing new business and offering bespoke packages.	To increase the overall service buy back and income levels, ensuring governor services retains an in year surplus income.
To work with the Senior Governor Support Officer/ Governor Service Manager in growing the service by recruiting clerks nationally.	To become competent in the Council's recruitment processes, ensure Governor Services has a national pool of clerks that have relevant experience/skills to provide a high quality clerking service to Governing Boards.
Represent Waltham Forest at Regional Governance meetings.	Promotion of cross-borough working and partnership on support and advice for governing boards.
Ensure effective quality assurance mechanisms and systems are in place.	Policies, procedures and controls ensure that the service is compliant with all relevant legislation, regulations, standards and best practice.
To keep up to date with legislation, policy and changing requirements.	Provide advice and guidance on changes to statutory regulations, procedures and legislation.

Nature of Contacts

Headteacher's, School Business Managers, Clerks and Governors, liaison with external officers from agencies and other representatives of other bodies relating to areas of work.

Staff of all levels within the Service Area and in schools. Officers of other Services of the Council.

Will involve direct contact with members of the public including dealing with challenging situations where it will be necessary to provide advice on policy/ procedures pertaining to school governance.

Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Usually works within laid down procedures but needs to deal with day-to-day problems without always referring to others.

Decisions will be made based on Council and legislative policies and procedures

Responsible for meeting performance standards within a policy framework and regulatory guidelines.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

Monitoring and reporting financial transactions/ information.

Resourcing

Budget Responsibilities: None

Supervisory Responsibilities: None

Knowledge, Skills and Experience

- Possess a high level of organisation skills and good presentation skills
- Ability to effectively anticipate and manage workload and prioritise where necessary
- Ability to work on own initiative
- Ability to cope and work under pressure
- Ability to develop and maintain effective contacts with other officer and effective relationships with external

clients/customers.

- Able to adopt new working practices and integrate them into ongoing processes and procedures.
- Ability to meet or exceed internal & external customer expectations for customer focus.
- Experience of using Information and management systems to produce reports and statistical information.
- Experience of developing and maintaining manual and computerised record systems
- Able to attend occasional out of hours briefings/conferences as required by the nature of the work
- Specialist knowledge and understanding of statutory governance regulations and procedures.
- Ability to understand and give advice on statutory requirements and policies relating to school governance.
- Ability to manage projects, determine and plan project resources and activities and to contribute the project
- Ability to be creative and innovative in a diverse area where potential solutions are not limited by defined policy.
- Knowledge of the constitution of governing boards
- Ability to establish, agree and review realistic objectives for themselves
- Experience of developing effective partnerships with statutory agencies and educational organisations.
- Specialist knowledge of education and legislation and regulations
- Ability to support facilitators in the delivery of presentations in the subject area
- Ability to facilitate, support and contribute to seminars or training events.
- Knowledge of school management issues
- Ability to demonstrate a commitment to valuing diversity and promoting equality.
- Ability to work both corporately and with partners to seek new and better ways of doing things.

Indicative Qualifications

Educated to degree standard or specialist qualification level (BTEC/NClerksDP/NChairDP/NLG)

Substantial continuing professional development

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.