

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Wandsworth Governor Services Manager	Grade: PO5
Section: School Participation and Performance Service	Directorate: Children and Social Services
Responsible to Following Manager: Head of School Participation and Performance	Responsible for Following Staff: clerks, casual clerks and central governor services coordinator/support officer
Post Number: RWCC001	Last Review Date: July 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- To be responsible for ensuring that Wandsworth Governor Services continues to provide outstanding support to governing bodies both in Wandsworth and in neighbouring boroughs where schools buy into the service.
- To work with the wider Participation and Performance team to support the Borough’s drive to promote high quality governance that effectively supports and challenges school leadership. This will include ensuring that governing bodies are meeting their statutory duties, Ofsted expectations and fulfilling their key strategic functions.
- To liaise with central team officers for schools to ensure that systems for strategic challenge are embedded into the leadership accountability.

- Analyse trends and summarise information from governors' meetings, Chairs' feedback and to assimilate this into the LA central team and into governor and Chair training forums.
- Contribute actively to governor decisions about additional aspects for future strategic planning such as IEBs, warning notices, academisation, federation.
- To communicate relevant local information so that officers and Link Advisers can support leadership of the school proactively.
- To be fully aware of Ofsted or DfE criteria which may ~~effect~~affect a school's rating. Use this information to inform clerks and Chairs accordingly.
- Advise and support governing bodies to challenge and scrutinise Equalities and diversity issues within the board and school leadership.
- Actively promote succession planning with a board to ensure governors are prepared to take on additional chairing responsibilities.
- Ensure clerks are alert to potential Safeguarding or Equalities issues within a school's reporting. Take sensitive and wise action accordingly.
- To lead and manage a team of clerks (In July 2022 ~~currently~~ 21 clerks) who work from home to ensure consistency and quality across the service.
- To monitor performance of the service and liaise with our customers (Headteachers, chairs, other providers) both in Wandsworth and in other boroughs.

Specific Duties and Responsibilities

1. To oversee all deployment of clerks and ensure service commitments are met.
2. At all times to promote the service to potential and existing users and to lead on negotiations with schools and governors regarding the service.
3. Where appropriate to meet with heads and chairs of governors to introduce new clerks and resolve any concerns.
4. Lead on the development and management of Governor Services' traded services offer.
5. To be responsible for overseeing charging and invoicing for the schools buying the service, following the Finance protocol. To ensure systems are in place for the use of laptops, Live scribes and other LA property to meet all auditing requirements.
6. To manage the central governor services staff and clerking team including casual staff. Clerks are graded at PO1 and work flexibly from home. To lead on recruitment, induction, performance management, development and training.
7. The post holder will need some capacity to work flexible hours to fit in with the diaries of heads and chairs and to be able to attend occasional evening governors' meetings and to support clerks if required.
8. To oversee the delivery of the Chairs' Briefing and Prospective Governors events.
9. Responsible for developing and implementing a training strategy to ensure that those engaged in support for governing bodies do so in a knowledgeable and skillful manner, fully appraised of the national legislative framework. This will include running clerks briefings, coaching individual clerks as necessary and providing written materials.
10. Overseeing the quality of the service by quality assuring work following the QA protocol.
11. Working with central Governor Services staff to keep up to date with National and local developments in governance, informing the content of the governor training and

development programme and ensuring that the clerking team has the latest information it needs.

12. Responsible for updating and establishing the appropriate policies, procedures and model guidance to reflect statutory requirements and good practice.
13. Oversee the Governor Services contribution to Committee reports and papers.
14. Responsible for ensuring that the LA's governor database is kept up to date and recommending appropriate developments in the way we use the database.
15. Responsible for ensuring that established financial controls; forecasting, accounting and auditing requirements are applied.
16. To be an advocate for the service.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Current Team Structure:

Reports to Head of Participation and Performance and has line management responsibility for the Governor Services Coordinator/Support Officer (x1) and Clerks to School Governing Boards (x22) and Casual clerks (x3)

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Our Values and Behaviours¹

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

¹ These values and behaviours will be developed further as the SSA becomes established.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
1. Good knowledge of the education system and the role that governance plays in school accountability (Essential)		A/I/T
2. Good knowledge of the roles and responsibilities of school governors and what effective governance looks like in practice (Essential)		A/I
3. Good understanding of the role of the clerk and the skills needed for effective clerking (Essential)		A/I/T
4. Good understanding of the arrangements for Local Authorities to support and challenge schools and the role of Ofsted in inspecting schools (Desirable)		A/I
Experience		
5. Recent successful experience in a governance, education, Local Authority or similar setting (Essential)		A/I
6. Experience of team working preferably managing a large team or running a project (Essential)		A/I
7. Experience of working in an inner-city multi-cultural setting (Desirable)		A/I
Skills		
8. Excellent interpersonal skills, with the ability to influence, coach, enthuse and motivate others, develop partnerships and negotiate effectively .(Essential)		A/I
9. Planning skills, including analysis and evaluation and the ability to manage projects and identify appropriate performance outcomes. (Essential)		A/I/T
10. High level of oral, presentational and written communication skills, and competence in the use of IT (Essential)		A/I
11. High level of organisational skills; resilience to cope with intense work pressures, manage own time efficiently and to keep to deadlines. (Essential)		A/I
12. Ability to work with colleagues in other departments and agencies and experience of multi-agency working. (Desirable)		A/I
13. Degree or equivalent graduate qualification (Essential)		A/C

A – Application form
I – Interview



T – Test
C - Certificate