

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Governor Services Coordinator	Grade: PO3
Section: School Standards and Improvement Service	Directorate: Children and Social Services
Responsible to following manager: Governor services Manager	Responsible for following staff: Casual Staff
Post Number/s: E5307; RWC249	Last review date: February 2024

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

Effective school governance is essential in supporting young people to achieve their full potential. The Governor Services co-ordinator will support the Governor Services Manager and team of Governance Professionals (aka Clerk to Governors) to deliver governance support and advice to all schools in Wandsworth and support the development of the SLA so that it continues to provide outstanding support to governing bodies both in Wandsworth and in neighbouring boroughs where schools buy into the service.

The post holder will contribute to the provision of administrative support (including a clerking service) to school and academy Boards, the discharge of the statutory duties of the Local Authority (LA) in respect of school governance and the development of effective governance systems (including the coordination of input for the governor training programme)

Specific Duties and Responsibilities

1. Providing up to date information and advice to governing boards in Wandsworth and schools who buy into the SLA, to ensure that governors are aware of the most recent initiatives of legislative changes. The post holder will be a key point of contact for governors and trustees in the borough answering queries and providing communications via the service Management information systems including Services for Schools SharePoint and GovernorHub and news bulletins and updates via the same.
2. The post holder will lead on and market governor recruitment where schools have vacancies. Working with external agencies the post holder will also manage prospective governor campaigns to support governor and trustee recruitment in the borough as well as building internal relationships to support LA governor recruitment. The post holder will develop, implement, and maintain a proactive process for the regular communication and engagement with candidates on the prospective governor database (to include termly emails with relevant governance information). Providing support for new governors via a welcome letter and information then “check ins” at 6 months and 1 year.
3. The post holder will draft blogs and write briefs drawing on relevant governance communications for the termly Services for Schools website and other service based needs.
4. Supporting the work of the clerking service to ensure that a professional service is delivered to all schools that buy into the clerking service. The post holder will work with the service manager to monitor meeting allocations and coordinator meeting cover as needed. Provide information and advice to governance professionals where necessary such as advice, constitution and approval of LA governors.
5. To provide high quality governance information and advice, and act as administrator for the Knowledge Bank. Supporting the work of Wandsworth maintained schools’ governing boards that do not buy into the clerking service and providing information and advice to clerks as required to help them fulfil their duties. In addition the post holder will support the service manager in all recruitment drives for new Governance Professionals (aka Clerks)
6. Coordinating course bookings, Chairs’ briefings , Clerks’ Briefings & Team meetings to support the Governor Services Manager to deliver the Clerks’ Briefings and

Chairs' Briefings. Data input of governor services products to the Wandsworth Traded Services system annually.

7. Ensure all database and systems are regularly updated and accurate (including the annual update of governor products on the Wandsworth Traded Service System) for all schools and staff users; Monitor clerk allocations and work with the service manager to ensure effective Clerking arrangements are in place for all school
8. Liaison with the Training functions to provide governance input for the Director's Report.
9. To work collaboratively with the service manager to issue invoices to schools for clerking and training services, the post holder will support the service manager with the creation of purchase orders and the setup of new consultants using the council's finance system Liaison with Service Manager to provide input traded services group and leadership. The post holder will be proactive in managing of all service resources including Live scribes and Laptops, and other subscriptions and memberships e.g. NGA and NGA Learning Links, GovernorHub.
10. The post holder will provide professional clerking support for a discrete number of meetings per year and provide cover where needed.
11. The post holder will be an advocate for the service and deputise for the head of service in their absence in areas considered suitable such as team meetings.

Generic Duties and Responsibilities

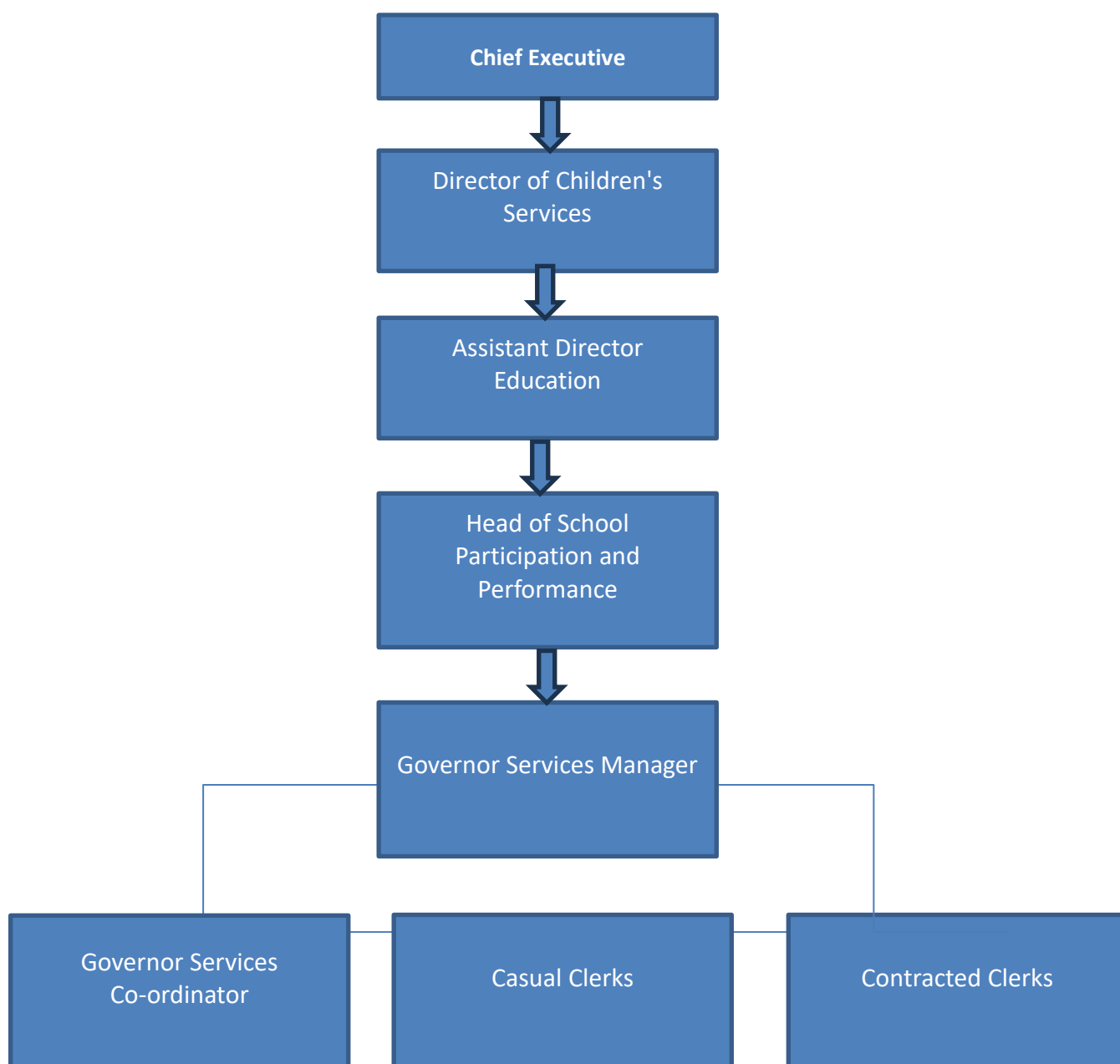
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated 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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Casual Clerks will report to the Governor Services Coordinator

Team structure



Person Specification

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Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
1. Good knowledge of the education system and the role that governance plays in schools	E		A/I/T
2. Understanding of the roles and responsibilities of school governors and what effective governance looks like in practice	E		A/I
3. Good understanding of the role of the clerk	E		A/I/T

4. Proficient in the use of IT software including Microsoft Office and databases	E		A/I
Experience	Essential	Desirable	Assessed
5. Recent successful experience in a governance, education, Local Authority, or similar setting	E		A/I
6. Experience of team working	E		A/I
7. Experience of working in an inner-city multi-cultural setting		D	A/I
Skills	Essential	Desirable	Assessed
8. Strong interpersonal skills and a customer focus	E		A/I
9. Self-starter with an ability to work co-operatively and flexibly	E		A/I/T
10. Well developed verbal and written communication skills	E		A/I
11. Effective organisational skills; resilience to cope with work pressure spikes, manage own time efficiently and to keep to deadlines	E		A/I
12. Ability to explain legislative issues and identify practical solutions where necessary		D	A/I
13. Ability to work with colleagues in other departments and agencies and experience of multi-agency working.		D	A/I
Qualifications	Essential	Desirable	Assessed
14. Degree or equivalent graduate qualification	E		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate