

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Governors' Clerk

Grade: PO1

Post No:

Reports to (Designation): Head of Schools' Services

Department: Children & Young People

Section: Governors Services

Main Purpose of the job:

Provide professional clerking service to governing bodies, officer working parties and forums. Provide support and advice on a range of complex legal and procedural issues. Promote relevant key initiatives to ensure standards of education in schools are raised.

Summary of Responsibilities and Personal Duties:

PERSONAL DUTIES

At the request of the Head of Schools' Services, provide a professional clerking service. Including the preparation of agenda, taking minutes, undertaking follow up work, advising on a range of complex legal and procedural issues as they apply to governing bodies.

Provide a professional support and advice service to governing bodies; forums, head teachers and schools in line with service level agreements and ad hoc requests.

Contribute to the support for, and clerk, schools in Ofsted Category, schools that require improvement and schools that have been issued with an early warning by the Council. Including attendance at officer meetings, clerking and providing reports to the Head of Schools' Services

Act as first point of contact for governance enquiries from governing bodies and schools and to help them to resolve complex issues.

Act to support the Unit with emergency and ad hoc clerking.

Develop and maintain good working relationships when undertaking allocated duties and share information from meetings with the Head of Schools' Services.

To deal with / respond to sensitive issues around exclusions and complaints, as necessary

To undertake evening and weekend work as requested by the Head of Schools' Services

Maintain a caseload of schools including federation and collaborative arrangements.

Undertake a range of ad hoc duties available through the service level agreements for governing bodies.

Undertake other duties commensurate with the grade as reasonably required.

Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work

Assist in carrying out the Council's environmental policy within the day to day activities of the post

Consideration will be given to restructuring the duties of this post for a disabled postholder

**Signature of Post-Holder:-
behalf of**

Signature of immediate Superior:-

**Signature by or on
Chief Officer:-**

Date:

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Designation: **Clerk**

Grade PO1

Post No.:

Reports to: Head of Schools' Services

Directorate: Children & Young People

Section: Governors' Services

The Person Specification is a picture of the skills, knowledge, and experience needed to carry out the job. It has been used to draw up job advertisements and will be used in the short-listing and interviewing processes.

Knowledge

- Of current and recent Educational issues as they impact on governance (S)
- Of current relevant legislation and practice relating to governing bodies
- Of the role and responsibilities of governing bodies, head teachers and the local education authority in raising standards in schools (S)

Skills

- Ability to word process agenda, minutes, letters and reports and other documents to a high standard. (S)
- Use of email and telephone to communicate and disseminate information to governors and the service.
- High level of interpersonal and communication skills (written and oral)
- High level of organisational skills

Experience

Of being a governor / working with governors / working with committees e.g. management committees of voluntary organisations

Working in an educational setting

Organising and taking minutes at complex meetings (S)

Circumstances

- Regular evening work, often in schools.
- Able to travel to and from various locations throughout Lewisham
- Occasional weekend work

Physical

- Generally must meet LBL requirements for the post.

Aptitude:

- To take accurate notes during a meeting and provide professional minutes.
- The ability to advise governing bodies on a range of complex governance issues
- Ability to establish effective working relationships with chairs of governors, governors, head teachers and officers at all levels within the Council
- To develop and maintain excellent working knowledge of all relevant legislative procedures and practice.
- Ability to work under pressure, prioritise a varied workload, meet deadlines and maintain a high standard of accuracy.
- Ability to deal appropriately with any confidential or sensitive issues discussed by governing bodies and officer working groups

General Education:

- Demonstrable high level of literacy. (S)

Personal Qualities:

- Self motivated
- Contributes positively to team-working

Equal Opportunities

- Commitment to implement the Council's Equal Opportunities Policy. (S)
- Demonstrable awareness of Equal Opportunities issues as they apply to governing bodies

