

Grade:	Grade 6
Accountable to:	Head of Governance
Place of Work:	2-3 schools in specific geographical areas
Hours:	60 hours per year per school to cover 6 meetings for each LGC with meeting times starting late afternoon / early evening during the school term) plus 15 personal training hours.

Role remit:

- To provide administrative support and procedural advice to the Chair of Governors and wider local Governing Committee.

Main Responsibilities:

- To carry out all administrative duties to ensure smooth running of LGC's, including, but not limited to:
 - Liaising with the Chair of Governors and Headteacher to prepare agendas
 - Distributing agendas and papers at least 7 days prior to the meeting
 - Attending meetings, taking minutes and ensuring minutes are distributed as required
 - Attending training events
- To ensure the schedule of meetings for LGC meetings is set, timetabled and communicated to all LGC members;
- To advise the LGC on a comprehensive range of law, standing orders and procedural matters, and ensure that correct procedures are followed at meetings;
- To give support and advice to new Governors, and those taking on new roles (e.g. Chair), ensuring they have essential documents and access to appropriate training;
- To maintain accurate records, including:
 - Names and addresses of Governors and the dates of their Term of Office expiry
 - Attendance at LGC meetings
 - Records of correspondence and DfE/ LA documents
 - Master copy of school policies and other documents as required

Supporting the school:

- At an appropriate level, according to the job role, grade and training received, all employees are expected to:
 - Support the aims, values mission and ethos of the school and participate in a team approach to all aspects of school life

- Attend training and INSET days as required and identify areas of personal practise and experience to develop
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

HET have identified the traits below that they feel every employee should have.



CRITERIA/STANDARD	Essential (E) / Desirable (D)	Measures: Application form (A), interview (I)
QUALIFICATIONS		
English and Maths to GCSE Grade C or equivalent	E	A
Business Administration qualification to NVQ level 3 or equivalent	D	A
EXPERIENCE		
A good knowledge of Business Administration and several years' practical experience of administrative processes	E	A/I
KNOWLEDGE & SKILLS		
Knowledge of the law and procedural requirements pertaining to school governance	E	A/I
Understanding of key safeguarding issues and procedures	E	A/I
Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills	E	A/I
Good keyboard skills	E	I
PERSONAL ATTRIBUTES		
Ability to work to own initiative and to plan and organise own workload	E	A/I
Ability to work in a constrained position for regular periods of time	E	A/I
Ability to concentrate for lengthy periods of time	E	A/I
A deep commitment to the vision, values and ethos of HET	E	A/I
A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	E	A/I
Ability to work well under pressure and in a calm, professional manner	E	A/I
High levels of tact, diplomacy, discretion, persuasion and respect for confidential information	E	A/I
Good business acumen	E	A/I
Ability to work well as a member of a team	E	A/I

