



STEP ACADEMY TRUST

STEP GOVERNANCE ADMINISTRATOR

JOB DESCRIPTION

Grade 3

Reports to: STEP Senior Clerks

Role Purpose and Role Dimensions:

- Provides high quality support to the Academy Committee(s) using appropriate technology as necessary.
- To contribute to the effective operation of the Academy Committee(s).
- A skilled note taker who records the meeting accurately and in a timely manner.
- Maintains and develops effective working relationships with key personnel including Chair of Governors, governors, Executive Headteachers, Headteachers and STEP Governance Team.

Commitment to Diversity:

To take individual and collective professional responsibility for championing the Trust's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.

Key Internal Contacts:

Chair of Governors, Academy Committee(s), Director of Finance & Business Services, Executive Headteachers, Headteachers, Executive Secretary, STEP Governance Team.

Financial Dimensions:

None

Key Areas for Decision Making:

- Advises the Academy Committee(s) of its statutory duties and responsibilities.
- Uses discretion in deciding on action when responding to requests based on experience.
- Works within the governance framework but without need of direct supervision.

Other Considerations:

- Academy Committee meetings are mainly in the evening, although there may be occasions where note taking is required during the school day.
- Academy Committee meetings are in various locations.
- Governance Team meetings take place during the school day.
- Will work flexibly and as necessary.

Administrator to the Academy Committee(s)

This will involve:

- Assist with setting up and maintaining systems and processes to enable the smooth running of the Academy Committee(s), ensuring that the Academy Committee(s) work is well coordinated and well organised;
- Assist with producing an Academy Committee(s) year planner which includes an annual calendar of Academy Committee meetings.

- Assist with ensuring that new governors have access to any school induction pack and other relevant materials, including how to access the Governor's Handbook;
- Recording accurate governor attendance of all Academy Committee meetings;
- Knowing where the electronic and / or paper file is kept in the school of approved policies and other school documents approved by the Academy Committee(s);
- Ensuring all confidential items are disseminated to only those applicable and not made available as part of the public record;
- Filing, storing, archiving and confidential disposing of Academy Committee documents, in keeping with the freedom of Information regulations, governance regulations and document management requirements;
- Assisting in the preparation of reports and briefing papers on a wide range of issues for the Academy Committee(s) as directed by the Chair of Governors, Executive Headteacher, Headteacher and/or Governance Team;
- Using ICT hardware and software and contributing to the coordination and production of management information;
- Maintaining electronic records, ensuring data protection requirements are adhered to, in a managed learning environments or equivalent eg The Trust Governor (TTG) and the Academy/STEP website;
- Operating systems to quality check own work to produce a very high level of accuracy and quality;
- Raising any concerns or queries with the Governance Team to clarify accuracy and requirements;
- Ensuring urgent work is completed within the given timeframe.

Team Worker

This will involve:

- Attending scheduled Governance Team meetings;
- Communicating regularly with the Governance Team;
- Supporting, developing and maintaining effective communication channels between Chair of Governors, governors, Executive Headteacher, Head Teacher and other members of staff;
- Referring Academy Committee enquiries to appropriate governor or the Governance Team.

Other services may be delivered by mutual agreement after receiving appropriate training eg Clerking for complaint panels, pupil disciplinary panels, staff hearings and appeal panels, etc.



PERSON SPECIFICATION

STEP GOVERNANCE ADMINISTRATOR

Essential knowledge:

- Knowledge of relevant governance legislation;
- Knowledge of the structure of the Academies and their communities;
- Knowledge of educational legislation, guidance and legal requirements;
- Knowledge of the protocols associated with minute taking and agenda setting;

Essential skills and abilities:

- Excellent listening skills which include the ability to differentiate and assimilate key information;
- Excellent literacy skills to enable the writing of concise and accurate summaries of governors' discussions, leading to formal minutes where recommendations are recorded appropriately and clearly;
- Ability to communicate and liaise effectively with all governors, individuals in the Academies and the Governance Team;
- Good interpersonal skills which will allow the development of positive and effective working relationships with Chairs, governors, Executive Headteachers, Headteachers and Governance Team;
- Ability to time-manage deadlines effectively, allowing the production of minutes and other documentation within the required timescales;
- Ability to keep, maintain and evaluate important systems and records relating to governors' data; ensuring that governors and relevant partners are in receipt of relevant documentation and information;
- Ability and willingness to share good practice with colleagues;
- Ability to maintain confidentiality;
- Ability to produce an impartial record and give impartial advice;
- Prepared to pass on and support governors with queries and requests for information and advice between meetings;
- Open to learning and change;
- Ability to demonstrate tolerance and patience, with an understanding that the Academy communities are made up of a diverse set of individuals;
- ICT literate with word processing and technology communications skills.
- Ability to work independently in an environment when professional advice and support may not be immediately available;
- Ability to work unsocial hours (defined as an example of from 18:30 hours to 22:30 hours) and be called on at short notice of 2 – 3 days to record notes of extraordinary meetings;
- Commitment to equal opportunities in employment and service delivery;
- Commitment to maintaining and complying with Health and Safety regulations;
- Understanding of the principles of good customer service and an ability to put these into practice for providing the best possible levels of service to the Academy Committee(s);
- Promote the STEP Academy Trust Green Commitment Policy within their duties.

Essential experience:

Able to demonstrate a previous history which details relevant skills and knowledge as applied in other or similar settings.

Special conditions:

- Able and willing to attend appropriate training and professional development opportunities;
- Able to demonstrate an ability and willingness to keep up to date with current educational developments and legislation affecting school governance via reading of circulars, information provided by the ESFA, Department for Education, Local Authority, other educational websites and training opportunities etc;
- Ensure compliance with company law and charity law;
- Positive in attitude towards personal development and training;
- Enhanced Disclosure and Barring Service check required;
- A commitment to abide by and promote the Trust's Equal Opportunities, Health and Safety and Child Protection Policies;
- Awareness of Data Protection legislation.

STEP Academy Trust is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Enhanced Disclosure & Barring Service (DBS) record check and acceptable references.