



Cumberland Council

Post Specification

Date	July 2023
Post Group Number	5393
Post Title	Governor Support Assistant
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description
Learning Improvement Service
Purpose of this post
To improve outcomes for Children and Young People in Cumberland by providing a service for informing, supporting and improving the governance of schools, in order to improve the quality and effectiveness of governance.
Key job specific accountabilities
<ol style="list-style-type: none">1. To be a member of the Governor Support Team and provide support services to the Local Authority (LA) and to schools within a designated area of the county.2. To arrange, develop and deliver an annual programme of core training, workshops and lead local support networks for clerks. To provide bespoke cluster training and targeted support to individual governing boards in response to needs.3. To provide information, advice and guidance to governing boards relating to legislative and statutory matters, instruments of government, technical and other policy aspects.4. To liaise as appropriate with other services including elected members to facilitate the nomination/appointment of LA governors and provide material to schools for the election and appointment of governors and clerks.5. To ensure the statutory administration of Instruments of Government, liaising with schools, diocesan authorities and Legal Services Department as appropriate.6. To assist with the administration for the setting up of Interim Executive Boards and temporary governing bodies following school intervention and reorganisation.7. To work as part of the Authority's Learning Improvement Service in order to support the Authority's overall view of governance of schools and to draw the attention of the Authority to both effective and ineffective practice.8. To maintain an up-to-date, in-depth knowledge in order to interpret the legislation, regulations, procedures and processes relating to governance, providing consistent advice to governing boards and the Authority.9. To contribute to the Children's Services Plan and such other plans concerned with improving learning.10. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.11. To take reasonable care of personal health and safety.12. To enhance the Council's image within the community by promoting awareness of services and achievements and encourage greater public participation.

Please note annual targets will be discussed during the appraisal process**Key facts and figures of the post****Budget Responsibilities**

- None

Staff Management Responsibilities

- No line management responsibilities

Other

- To manage and maintain electronic databases relating to governing boards. Ensuring that all records are accurate and current through regular correspondence and checks with clerks to governors.
- To manage and maintain regular production of Local Authority Governor schedule.
- To manage and maintain content of Governor Support Team webpages.

Essential Criteria - Qualifications, knowledge, experience and expertise

5 GCSEs (grades A*-C) including maths and English language, or equivalent/demonstrable level of educational achievement.

Microsoft spreadsheet/data applications (Desirable)

Evidence of on-going professional development (Desirable)

Further education qualification/ education to NVQ Level 3 standard (Desirable)

ECDL or equivalent (Desirable)

Understanding of school governance and related legislation.

Understanding of the requirements of confidentiality

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Good understanding of the individual roles and responsibilities within the board of governors (Desirable)

Knowledge of school improvement/ current educational issues (Desirable)

Experience of direct working with members of the public or other external clients.

Experience of developing and maintaining electronic reference and retrieval systems.

Experience as a member of a governing board or as clerk

Organisation and co-ordination of meetings/conferences, including minute taking.

Experience of developing and presenting training materials.

Experience of internet-based research.

Experience of working with Microsoft applications, including PowerPoint, Word and Excel, and websites.

IT literate.

Ability to plan, prioritise and manage work and produce quality work to deadlines.

Well-developed communication and group presentation skills.

Self-motivated and ability to use initiative appropriately.

Diplomacy and a positive attitude.

Ability to establish and maintain good relationships with colleagues and clients.

Commitment to improve service.

Commitment to work unsocial hours to deliver bespoke training.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances**Emotional Demands**

Some, occasionally dealing with distressed governors over the telephone and in person.

Physical Demands

Considerable, 10% of the time carrying training equipment and organising furniture layout for training events.

Working Conditions

Generally acceptable working environment with occasional involvement with adverse people behaviour such as calls from angry or upset governors, headteachers and clerks.

Other Factors

- Ability to work flexibly.
- Out of hours working.
- Ability to travel across the county on a regular basis.