

Job Description: Regional Governance Administrator

Location	Lincoln Carlton Academy will be the base school, although the role will be spread over a region of schools. There is scope for some hours to be worked from home with agreement from line manager.
Contract term	Permanent
Full time / term time	Term time
Pay range	G4
Reporting to	HR Manager/School Business Manager/Head Teacher

Core purpose of the role

To provide advice and administration for regional governing boards ensuring statutory responsibilities are fulfilled and processes are effective. This includes preparation and distribution of agenda/minutes, attending meetings of the Governing Body, dealing with general correspondence and maintaining records of attendance and meetings.

Key responsibilities

- To clerk all statutory meetings of the regional governing boards, its committees and additional meetings as required.
- Distribution of minutes and supporting papers of meetings, liaising with the Chairs, Heads, Business Leader and Education Director.
- Liaise with Chairs, Heads, Business Leader and Education Director regarding preparation of agenda\supporting papers, ensuring all parties necessary receive information within set timescales.
- To deal with all correspondence received as necessary.
- Ensure that appropriate information is issued to all Governors as needed.
- Advise upon the conduct of the governor’s meetings in accordance with the Education (School Government) Regulations.
- Use GDPR and trust guidelines for the storage, retention and destruction of records.
- To undertake all correspondence arising from the decisions taken at meetings.
- To keep a record of meetings and correspondence and follow them up in readiness for reporting to subsequent meetings.
- Keep a record of attendance and register of interests and ensure these, along with other statutory information, is published as appropriate.
- Set and diarise all meeting dates for governing boards and ensure the booking of venues.
- Lead on recruitment of new governors and carry out identity checks for new governors.
- Ensure skills audits are kept up to date.
- Act as the main point of contact for Education Director, Heads and Local Governors.
- Co-ordinate and track governor training and development.
- Ensure effective communication as required with academy trust central team.
- Administer the schedule of policies including updating LincsHub with policies from academy trust central team.

- Ensure associated computer software programmes are updated with minutes and other information.

Management/supervision of people

No Line Management Responsibilities. May give instructions to school employees.

Creativity and innovation

Work requires initiative and is not carried out under direct daily supervision. Discretion as to the set-up of process and procedures will be required.

Contacts and relationships

Day to day contacts with governors, staff, academy trust central team and external bodies on routine matters. May have some contact with pupils and parents due to work environment.

Decisions

- Discretion – employee will use initiative to set processes and complete their workload
- Consequences – any errors identified by employee or others will be rectified by employee and discussed with line manager.

Resources

General office equipment needed to carry out tasks, such as PC, photocopier and laminator.

Work environment

- Work demands – work is subject to interruptions from various sources but this is part of the role and does not cause significant change to overall tasks to be carried out
- Physical demands – general office work, may involve periods of working at a computer and standing at a photocopier. Must ensure that breaks are taken in line with the DSE Policy
- Working conditions – work is carried out in a well-lit/ventilated office environment. Some work may be completed from home if required.
- Work context – contact with staff on matters which are routine and generally non-contentious.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.