



Coventry City Council

Job Description

Post:	Governor Support Specialist Officer	Job Number:	L3063D
Service:	Education Improvement & Standards	Post Number:	
Location:	Friargate, Floor 9	Grade:	4

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

- To support the delivery of effective governance of schools within the City and to be the Clerk to the Governors for a number of schools.
- To participate in the delivery of governor training throughout the City.

Main Duties and Responsibilities:

Service Excellence

1. Provide high quality support for governing body meetings, ensuring the highest standards of governance are applied to the team's work, and providing procedural advice to governors, officers and members.
2. Service governing body meetings, additional Directorate meetings, Headteacher group meetings. Be responsible for taking notes at meetings and processing questions, actions and other procedural information.
3. Prepare agendas and associated documents to support these meetings on time, with quality checks carried out on agendas.
4. Prepare meeting minutes on time, with quality checks carried out on these.

Innovation and Challenge

5. Assist in monitoring and promoting good practice in governance across the City.
6. Develop an understanding of customer needs and expectations, carrying out customer survey work as required.
7. Monitor and achieve service delivery targets set within the team plan and in annual appraisal objectives, taking an active role in the establishment of these targets.

8. Help seek and collate benchmarking and customer satisfaction information.

9. Carry out quality assurance checks on agendas.

People

10. Proactively contribute to team performance through maintaining a flexible approach to tasks, providing input to continuous improvement and being receptive to change.

11. Help to identify the job holder's own training and development needs and look for opportunities to meet these needs.

12. Take an active role in the establishment of the job holder's annual appraisal objectives and targets.

Financial Management

13. Apply the principles and practices of the Value for Money initiative and demonstrate cost consciousness at all times.

Communication and Influence

14. Liaise with officers and members as required, exercising discretion and political sensitivity.

15. Work with other teams across the City Council as appropriate.

Equalities and Diversity

16. Promote the equalities and diversity agenda in the workplace and in service delivery, including the conduct and review of Equality Impact Assessments.

Other

17. Work on specific projects within the People Directorate as required.

18. Be familiar with customer care and health and safety policies of the Council/Directorate.

19. Ensure corporate protocols and policies are followed including procurement of goods and services.

20. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Governor Support Manager

Date Reviewed: January 2012

Updated: August 2022



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Of a Local Authority's management and school governance management structures and the roles of governing bodies• Of the functions of Education and the current challenges
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Skills and Abilities:	<ul style="list-style-type: none">• Produces clear and well-structured written work, including reports and letters/notes• Able to use Microsoft Office (Word, Excel, Outlook, Google Chrome)• Able to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative working• Able to present reports to officers and governors• To work in a methodical manner to strict deadlines• Able to respond to changing priorities and demands in work• Able to analyse complex information and draw logical conclusions• Understands the need to demonstrate value for money
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Experience:	<ul style="list-style-type: none">• Supporting formal meetings• Minute taking
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Educational:	<ul style="list-style-type: none">• NVQ3 or equivalent qualification or work experience
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