



Coventry City Council

Job Description

Post:	Casual 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 to cover for vacant posts/absences of permanent staff by attending school governing body meetings and taking formal minutes of the proceedings outside of normal office hours.

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. Signposting or providing procedural advice to governors, officers and members, as appropriate.
2. Service governing body meetings and be responsible for taking minutes at meetings and processing questions, actions and other procedural information.
3. Electronic production and circulation of the meeting minutes in compliance with the Service Level Agreement of 10 working days.

Communication and Influence

4. Liaise with officers and members as required, exercising discretion and political sensitivity following liaison with the Service Managers regarding matters arising at meetings as appropriate.
5. 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 2019

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">The local authority's management and school governance management structures and the roles of governing bodiesThe functions of Education and the current challenges
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Skills and Abilities:	<ul style="list-style-type: none">Produce clear and well-structured electronic minutes of meetings and record relevant information and decisions takenAble to use Microsoft Office applications (Word etc.) for the production of minutes of meetingsAble to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative workingAble to present reports to officers and governors
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Experience:	<ul style="list-style-type: none">Experience of taking formal, accurate minutes of meetings and the recording of decisions made
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Educational:	<ul style="list-style-type: none">NVQ3 or equivalent qualification or work experience
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Date Reviewed: January 2019

Updated: August 2022