

School Governance Professional/ clerk to governing board (part time)

Warwickshire Governor Services runs a successful clerking service for schools within Warwickshire and the surrounding areas. We wish to recruit additional School Governance Professionals (formerly known as clerk to the governing board) to deliver a high-quality clerking service to schools, to meet demand.

The main duties are:

- providing advice to the governing body on governance, constitutional, and procedural matters.
- providing effective administrative support to the governing body and its committees, including minuting meetings to a high standard.
- ensuring the governing body is properly constituted.
- managing information effectively in accordance with legal requirements.

School Governance Professionals will be employed by Warwickshire County Council but will usually be allocated to specific schools. Day to day accountability is to the governing body.

This is a flexible part-time role, and the hours can be agreed with candidates on an individual basis. Pay (including holiday enhancement) is £13.08 per hour. You will mainly work from home, with some attendance of meetings at times convenient to the governing body, typically early evening. These are both on-line and in-person meetings.

We are looking for someone who:

- has good numeracy and excellent written skills, including being able to identify relevant information, take accurate notes at meetings and summarise information to prepare high quality minutes
- is computer literate, especially with Word, web, and email, and has access to equipment for working from home
- is an efficient administrator, able to use initiative and able to work under pressure including meeting deadlines
- can research and manage advice from a variety of sources
- is able to work with detailed information, such as DfE governance regulations and provide detailed and accurate advice
- can support volunteers and lay people in a professional way
- has excellent communications skills, including the ability to liaise, and build effective relationships with senior school staff and support them in a professional way
- understands the importance of confidentiality and integrity
- is willing to work in the evenings
- will undertake CPD and an accreditation programme

School Governance Professionals will receive support, full induction and will be expected to attend the Induction training course, held termly, after appointment. You will also be expected to attend the follow-on Effective Clerking course within the first or second term. Continuing professional development is provided. The role is subject to a DBS check.

The closing date for applications is Monday 31st October. Applications can be made via the WCC website or WM Jobs.

If you have any questions about this role, please contact catherinechatterton@warwickshire.gov.uk or gurbydhesi@warwickshire.gov.uk