



Job description: Job title

Location	Oakbank School
Contract term	Permanent
Full time/term time	Hours to be agreed, to include evenings
Pay range	Competitive depending on experience
Reporting to	Chair of Local Governing Body

Job purpose

Service the Local Governing Body, and be a conduit between Anthem and Local Governors, providing advice in relation to exercising the LGB functions, namely to:

- manage information effectively in accordance with Anthem requirements.
- provide effective administrative support to the LGB and its committees.
- ensure the LGB is properly constituted.

Main duties and responsibilities

Service the Local Governing Body, and be a conduit between Anthem and Local Governors, providing advice in relation to exercising the LGB functions, namely to:

- manage information effectively in accordance with Anthem requirements.
- provide effective administrative support to the LGB and its committees.
- ensure the LGB is properly constituted.

Main responsibilities and tasks

The Governance Administrator will:

1. Provide appropriate advice and guidance

- Keep up to date with the latest Anthem guidance, Scheme of Delegation and disseminate advice from Anthem.
- Advise the LGB on Anthem requirements and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for Local Governors with queries on procedural matters.
- Have access to support and guidance from Anthem on behalf of the LGB.
- Inform the LGB of any changes to its responsibilities as a result of a change in Anthem policy or the Scheme of Delegation.
- Advise on the annual calendar of LGB meetings and tasks.
- Ensure new Local Governors are properly inducted as set out in the Anthem Induction Checklist.

2. Effective administration of meetings

- With the Chair of Local Governors and Headteachers prepare a focused agenda for the LGB meeting.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of Local Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Local Governors of the date of the next meeting.
- Chase and send reminders for reports to be sent within timescales.
- Upload the LGB agenda, supporting papers and minutes to Governor Hub.
- Draft minutes of LGB meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair of Local Governors and the Headteacher.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

3. Membership

- Advise Anthem and Local Governors in advance of the expiry of a Local Governor's term of office, so appointments can be organised in a timely manner.
- Maintain a register of Local Governor pecuniary interests and ensure the record of Local Governors' business interests is reviewed regularly and lodged within the school and Anthem.
- Ensure Disclosure and Barring (DBS) has been carried out on any Local Governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the LGB.
- Maintain Local Governor meeting attendance records and advise the Chair of the LGB of potential disqualification through lack of attendance.
- Advise the LGB on succession planning of all roles, not only the Chair of the LGB.

4. Manage information

- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform the LGB and Anthem of any changes to its membership.
- Maintain a record of signed minutes of meetings in school, and ensure copies are uploaded to Governor Hub.
- Maintain records of LGB correspondence and complaints.
- Maintain Governor Hub.

5. Personal development

- Undertake appropriate Anthem training sessions, and briefing to maintain his/her knowledge and improve practice.



- Participate in regular performance management.

6. Additional services

- Minute statutory appeal committees/panels the LGB is required to convene: if the Governance Administrator is not contracted to set up and clerk these panels, the LGB will have to make alternative arrangements.
- Support Anthem and the Chair of Local Governors with the recruitment of Local Governors.
- Participate in and contribute to the training of Local Governors in areas appropriate to the clerking role.
- Maintain archive materials.
- Conduct Local Governor skills audits and advise on training requirements and the criteria for appointing new Local Governors relevant to vacancies.
- Perform such other tasks as may be determined by Anthem and the LGB from time to time.

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

Person specification: Job title

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Working knowledge of Microsoft Word and Outlook	✓	
Understanding of Academy Governance structures		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience of writing accurate and concise minutes	✓	
Record keeping, information retrieval and dissemination of data/documentation to relevant partners	✓	
Maintaining confidentiality	✓	
Working independently to deadlines	✓	
Developing and maintaining relationships with external stakeholders		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Good listening, oral and literacy skills	✓	
Good interpersonal skills	✓	
Flexible approach to working hours	✓	