

Business Support Partner (School Governance)

JOB DESCRIPTION

POST IDENTIFICATION

Post Title:	Business Support Partner (School Governance)
Salary:	Grade 5
Location:	Tredomen Gateway Centre, Ystrad Mynach
Responsible To:	Senior Business Partner (Governance)

JOB PURPOSE

To work as a team providing advice and clerking support to School Governors, Headteachers and other stakeholders on school governance.

KEY RESULT AREAS

To work as a team in contributing to the delivering an effective clerking service and support to governing bodies ensuring compliance with statutory guidelines and the service level agreement with the school. Due regard is given to legislation supporting schools with the appropriate advice, escalating issues as and when necessary.

DETAILED TASK PROFILE

- To support the organisation and management of governing body meetings which includes but is not limited to:
 - The administrative work related to preparing and distributing agendas.
 - Maintaining the database of governor details and annual calendar of governing body meetings and statutory committees.
 - Distributing welcome packs and other resources to new governors.
 - Generating and managing Hwb accounts for governors (Welsh Government online platform).
 - Providing analysis of data where required and sending necessary reports.
- To attend and minute full governing body meetings, providing advice on statutory requirements for the meeting. The start times of governing meetings vary between 12:30pm to 6:00pm, therefore there are regular evening meetings (**approximately 12 evenings a term**).
- To facilitate statutory committee meetings in accordance with the SLA which includes but is not limited to:
 - To liaise with Headteachers, Governors, Local Authority Officers, Union Representatives, and other parties to arrange statutory committee meetings.
 - To provide the administrative functions including agenda preparation and document exchange, attend and minute the committee meeting.
 - To provide advice and guidance in respect of statutory procedures.

- For all meetings ensure all associated work is completely within the stated timescales.
- To provide support for the annual governor training programme including:
 - Maintaining registers of attendance.
 - Summarising evaluation sheets and running termly reports.
 - Attending training sessions to assist other members of EAS staff in the delivery of training (**approximately 4 evenings per term**).
- To contribute to the development of EAS resources for governors.
- To contribute to the development of resources and assist in the maintenance of the EAS Governor Support web pages and Hwb site.
- To contribute to the effective dissemination of good practice to colleagues, including Clerks.
- Using knowledge of governance regulations, provide advice to Headteachers, Governors and Clerks, including interpretation of governance regulations as required.
- To assist the line manager in meeting deadlines.
- To contribute to the creation, maintenance, and enhancement of office systems to include data management and filing applicable to the work of the team to aid and improve team efficiency and provision of accurate information and services to other stakeholders.
- To establish and maintain good working relationships with colleagues and external stakeholders to ensure expectations are managed.
- To respond to and deal with customer queries, escalating issues as appropriate and when necessary.
- To review ongoing practices to ensure effective and efficient working practices are in place and suggest improvements as and when required.
- To liaise with and support team members and other officers to ensure that there is seamless support provided at all times.
- To demonstrate clear corporate direction, vision and style and work in accordance with company values, demonstrating professional behaviours, good teamwork and maintaining confidentiality at all times.
- Play an important role in the improvement and delivery of business partnership support across the company.
- To provide a comprehensive, confidential, and professional support service to stakeholders in all aspects concerned with the efficient and successful operation of the office and relevant service areas.
- To provide excellent customer care to all internal and external customers.
- To work as a proactive and positive member of the business partnership team, ensuring that an efficient, effective, and professional administrative service is provided across the service areas. All members of the team are accountable and responsible for their particular specialist area. However, there is an expectation that all members will provide cover for each other in times of absence and during peak periods of work.

GENERAL

- Will be required to work out of different locations, to suit the requirements of the business.
- Will be required to work flexibly and vary working hours, to suit the requirements of the business.
- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with relevant aspects of the Welsh Language Measure (2011), Equality Impact Measures and to ensure compliance with the General Data Protection Regulations (GDPR).
- To work within the Company's policy and procedures in respect of equal opportunity and anti-discriminatory practices and to observe confidentiality in all aspects of work.
- To react positively and flexibly to change and to have a 'can do' attitude demonstrating a willingness to undertake training and development opportunities to improve skills.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Good standard of education (minimum NVQ Level 2 or equivalent) with GCSE grades C or above (or equivalent) in English Language or Welsh (First Language) and Mathematics. 	<ul style="list-style-type: none"> • NVQ level 3 or equivalent and Evidence of further professional development.
KNOWLEDGE	<ul style="list-style-type: none"> • An awareness of current trends in education in Wales. • An awareness of emerging proposals for Welsh education. 	<ul style="list-style-type: none"> • Proven knowledge in school governance.
SKILLS	<ul style="list-style-type: none"> • To be an effective communicator with the interpersonal skills necessary to work closely with Governors, Headteachers and colleagues. • To be flexible in approach to work and people. • To be customer orientated in the EAS' delivery of education services. • The ability to work effectively across the 5 LA's with all identified stakeholders. • Good level of ICT literacy and the knowledge and skills to use ICT effectively in day to day work. • A commitment to working in partnership with the Service Leads and members of the team to achieve the vision for the service. 	<ul style="list-style-type: none"> • Excellent communicator in Welsh, both written and oral, with a high level of Welsh language awareness.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a fast-paced administrative setting, ideally in a customer focused environment. • Experience of minute taking and agenda preparation. • Experience in providing advice on procedural matters to a varied audience. 	<ul style="list-style-type: none"> • Proven experience of providing advice and support. • Experience of working with schools and Local Authorities.
OTHER	<ul style="list-style-type: none"> • A can do attitude to work and a strong team player. • The ability to work flexibly across all authorities within the service area. • An adaptive approach to work in order to deal with a rapidly changing and constantly reactive working environment while assisting with the delivery of key pieces of work. 	<ul style="list-style-type: none"> • The resilience to sustain the focus on improvement in the event of disengagement or resistance. • The personal capacity to deliver rigour in all aspects of

	<ul style="list-style-type: none"> • The ability to travel across and throughout the five Local Authorities and other locations as required. • The ability to work to tight deadlines. • Discretion and an understanding of the importance of confidentiality. • Excellent time keeping and time management skills. 	<p>service delivery in the interests of securing better outcomes for governors and other identified stakeholders.</p>
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The Education Achievement Service is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.