



## Governance Clerk/Professional

November 2023



Learn Sheffield, Suite 6, Albion House, Savile Street, Sheffield, S4 7UD

[www.learnsheffield.co.uk](http://www.learnsheffield.co.uk)

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# About Us

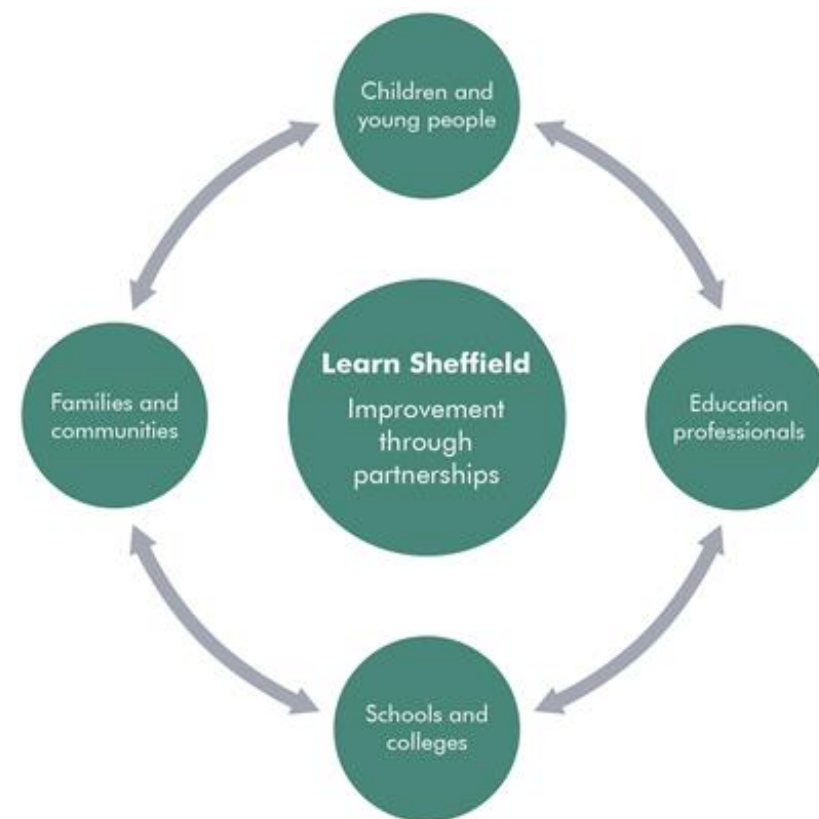
Learn Sheffield is a not-for-profit schools company which is focused on school improvement and owned by Sheffield's schools and colleges (who own 80%) in partnership with Sheffield City Council (who own 20%).

We exist to support and challenge schools and colleges to improve. Our goal is to ensure that Sheffield children receive the best education in the country, so that our young people's achievement and readiness enables them to be active citizens of a world class city.

Learn Sheffield aims to strengthen city-wide partnership work, both within sectors and between them. We are commissioned to deliver the statutory duties relating to school improvement by Sheffield City Council.

Our purpose is to nurture effective partnerships within an ambitious and effective culture so that, in Sheffield, all of our young people learn with great teachers, in great settings, which are constantly improving.

Learn Sheffield does not distinguish between different types of setting, it is there to support any publicly funded school or college working with Sheffield's children and young people. As a social enterprise we will re-invest any surplus from our activities back into Sheffield school improvement.



**Inspiration**

**Integrity**

**Equality**

**Sustainability**

**Accountability**

**Optimism**

*"We were highly impressed by the terrific work that is happening in Sheffield. The approach of Learn Sheffield, particularly given the size and stature of the city, makes it a standard bearer for partnerships everywhere. The very high level of engagement from schools is testimony to the inclusive approach that has been developed. The City Council, the education sector and everyone involved in Learn Sheffield should be very proud of what they have achieved to date and excited about the platform they have for the future." Peer Review, Christine Gilbert, May 2018*

# Job Description

|                     |  |
|---------------------|--|
| <b>Post title:</b>  | Governance Clerk/Professional (post ref 05/2023)   |
| <b>Contract:</b>    | Flexible/Casual  |
| <b>Rate of pay:</b> | £14.80 per hour, plus travel time and expenses. 2.5 hours are paid for each hour of meeting time to account for writing up minutes. <i>This means that a 2-hour meeting would result in 5 hours pay (£74.00), plus payment for travel time and mileage paid at 45p per mile.</i> |
| <b>Hours:</b>       | Typically, meetings take place between 4.00-8.00pm, Monday-Thursday, term time only.<br>The number and location of meetings can be flexible to suit your circumstances and can be discussed during the application process.  |
| <b>Location:</b>    | Schools across Sheffield and into neighbouring counties.   |

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## Purpose of Role

To provide administrative support to governing boards. The role involves attendance at term time meetings in schools, typically early evening, to take minutes and provide guidance with the support and backing of our central team. These minutes can be finalised or written up flexibly at home.

Deployment is appropriate to your circumstances.

**Full training will be provided for suitable candidates.**

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**Learn Sheffield is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment.**

## Specific Duties and Responsibilities

Contribute to our team which includes:

- To produce clear and accurate minutes that demonstrate governor question and challenge, record decisions, actions agreed and timescales for completion.
- To use technology effectively and use the filing systems and templates required for different settings.
- To be well-prepared for meetings.
- To check that meetings are quorate and advise accordingly.
- To have regard for confidentiality, and where and how this applies to discussion and documentation.
- To develop and maintain effective professional working relationships with key contacts.
- To inform boards about training and development opportunities.
- To provide boards with impartial advice and know where to seek third party advice or guidance if required.

- To commit to developing and improving own knowledge and skills through self-review, learning from others and undertaking relevant training.

### **Working Conditions**

- Attendance of meetings usually in schools with home-based working to complete minutes
- Attending relevant training at Learn Sheffield and online

### **Key Working Relationships:**

- Learn Sheffield teams, staff and associates
- School head teachers, staff and Governors
- Local and national partners

### **Expectations of All Employees**

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting concerns to an appropriate senior person
- Comply and assist with the development of policies and procedures relating to area of responsibility as required
- Develop effective professional relationships with others
- Be aware of, support difference, and ensure equal opportunities for all stakeholders accepting the principles underlying the organisation's equal opportunities policies and practice
- Maintain the confidential nature of information relating to the organisation in accordance with data protection principles at all times
- Contribute to and support the overall life, work/aims and ethos of Learn Sheffield
- Attend and participate in relevant meetings as required
- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Participate in Learn Sheffield's performance management and professional development programmes
- Undertake additional duties as reasonably requested from time to time

## Governance Clerk/Professional: Person specification

| Minimum Requirements  | Method of Assessment |
|---|----------------------|
| <b>Key Behaviours and Skills</b> (e.g. Interview (I), Application form (AF), test(T), assessment(A), etc)   |                      |
| <b>Communication</b> - effective communicator with a range of stakeholders including seasoned professionals and inexperienced lay governors, to have integrity, be confidential and impartial with an openness to learning and change.          | AF/I                 |
| <b>Customer focus</b> - in order to provide an effective and cost effective traded service which contributes to school improvement and community cohesion.  | AF/I                 |
| <b>Attention to detail</b> - to ensure accurate recording of evidence and agreed actions.   | AF/I                 |
| <b>Flexibility</b> - to provide a responsive service for governing boards with varying stakeholder experience, knowledge, skills and behaviours.  | AF/I                 |
| <b>Commitment to meet Service Standards</b> - in order to ensure an effective traded service.   | AF/I                 |
| <b>Commitment to Equality Standards</b> – to uphold Learn Sheffield’s commitment to equality.   | AF/I                 |
| <b>Skills/Knowledge</b>   |                      |
| Excellent written, verbal and presentation skills.  | AF/I/A               |
| Ability to take minutes accurately and concisely.   | AF/I/A               |
| Ability to clearly explain written documents to a governors’ meeting.   | AF/I/A               |
| Knowledge of School Improvement Issues and the strategic role of governing boards.  | AF/I/A               |
| Conflict Resolution Skills.   | AF/I/A               |
| <b>Experience/Qualifications/Training etc. (if any)</b>   |                      |
| Experience and/or knowledge of the education system and to have a positive attitude to personal development and training.   | AF/I                 |
| Education to GCSE (Grade C or Above) or equivalent in English Language and Mathematics, or ability to produce work to this standard.  | AF                   |
| <b>Work Related Circumstances (including Working Conditions)</b>  |                      |
| Available to work in evenings and to travel to meetings in all areas of Sheffield and surrounding areas.  | AF/I                 |
| It will not be permitted for Professionals employed by Learn Sheffield to negotiate direct contracts with governing boards of schools concerned. Such action will be deemed as termination of the Professional’s contract with Learn Sheffield. | N/A                  |

## Governance Clerk/Professional

**Contract:** Learn Sheffield Clerk Agreement  
**Salary:** £14.80 per hour – 2.5 hours paid per meeting hour  
**Location:** Sheffield

Learn Sheffield have several vacancies for Governance Clerk/Professionals to provide professional governance services to school and academy governing boards and trusts, mainly in Sheffield.

*Can you bring the skills, knowledge and passion to deliver this service?*

### Our ideal candidate is:

- Able to work on own initiative or as part of a team.
- Able to be professional face to face, on the telephone and in online meetings.
- Has experience and knowledge of education is preferable but not essential.
- Has excellent listening, oral and literacy skills with a high degree of attention to detail.
- An ability to fulfil all spoken aspects of the role with confidence.
- Able to write agendas and accurate concise minutes.
- Has excellent IT skills.

### We can offer you:

- The opportunity to work in a thriving learning partnership.
- Supportive colleagues who work collaboratively to make a difference.

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**Integrity**

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If this prospect intrigues you and you would like more information or an application pack, please contact [enquiries@learnsheffield.co.uk](mailto:enquiries@learnsheffield.co.uk) or telephone 0114 250 7417 and speak to Susanna Bradbury or Jane Smith (to discuss the role) or Evelyn Priestley (to request an application pack).

There is no fixed closing date for applications – if your application meets our requirements, we will contact you following receipt of your application to discuss potential interview arrangements and dates.

**Learn Sheffield is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Successful applicants will be subject to qualifications checks, satisfactory references and an enhanced disclosure via the Disclosure and Barring Service.**