



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – Best for Inclusion winner at the Greater Manchester Good Employment Awards 2026

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

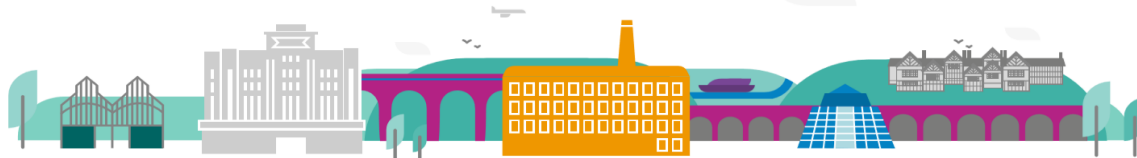
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

Role:

Governor Support Officer

Service Area:

Education

Directorate:

Services to People - Childrens

Salary Grade:

Scale 5

Main Purpose of the Job

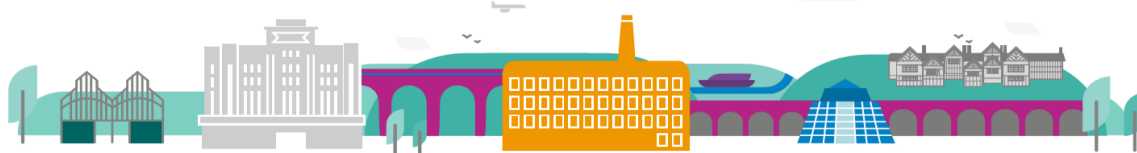
To be responsible for providing and maintaining effective clerking support to school governing boards while working as part of the School Governance team.

Key Responsibilities

- To be responsible for providing and maintaining effective clerking support to an assigned group of school governing boards
- To meet the team deadlines for issuing draft minutes to the board
- To be responsible for providing support to each governing board in fulfilling its key strategic objectives
- To be responsible for ensuring each governing board operates within the statutory framework established by the School Governance Regulations and relevant statutory instruments
- To work flexibly to respond to the demands of the School Governance Service
- To ensure skills and governance knowledge are kept current, undertaking personal development and training as required
- To be responsible for the organisation of any additional governing board meetings requested of the service, where agreed
- To undertake any general administrative duties as required by the Service
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include



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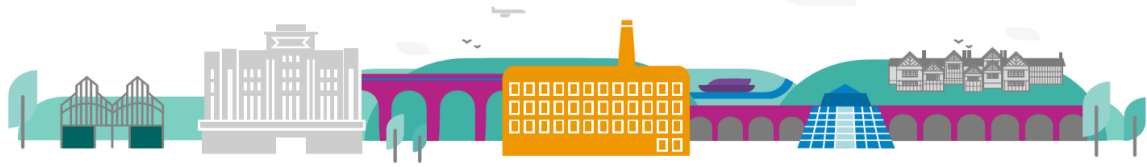
everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Well organised and able to prioritise workloads and meet specific deadlines
- Experience of minuting meetings
- Excellent typing skills - accuracy at speed
- A proven ability to undertake general administrative tasks
- Effective use of IT including knowledge and use of PC applications including Microsoft Office
- High standards of customer service
- Excellent communication skills both written and oral
- Knowledge of school governance



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