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## Your job

**Job Title: Ad Hoc Clerk to the Governing Board**

**Service: Education**

**Grade: 6**

**Reporting to: Senior Governor Support Officer**

Your job will be to support Wigan Governors in making a real difference to their schools and the children and families they serve.

Governor Services is part of the School Improvement team in Wigan Council. The Governing Board's role is to hold the strategic leaders of the school to account for standards in our schools, and professional clerking plays a pivotal role in this by taking professional minutes of meetings and providing advice, guidance, and support to the Board about all matters relating to school and academy governance.

You'll be joining a large and committed team of governance professionals who work hard to improve the quality of governance in our schools. To fulfil this role, you will need you to be flexible as you'll be travelling across Wigan and neighbouring boroughs to different schools and often in the evenings. Our service sits within the Children and Young People's Directorate, and we contribute to achieving progress with unity for Children and Young People.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Develop an up-to-date knowledge of current legislation, regulations, policies, and procedures relating to school and academy governance.
- Develop an understanding of educational terminology to enable you to explain their meanings to boards and apply this knowledge to your work.

On an ongoing basis you will:

- Ensure that the minutes and official letters resulting from hearings are produced in accordance with the statutory and policy framework and service level agreements.
- Attend our fortnightly team briefings and participate in other professional development opportunities as required.
- Have a professional approach to the role that gives confidence to the Governing Board.
- Be calm under pressure.
- Work accurately under pressure and ensure deadlines are met.
- Work with people from a wide range of socio-economic and educational backgrounds.
- Carry out research and take responsibility for your own learning.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- A “can do” approach and a commitment to delivering a high-quality service to our schools and academies.
- A basic understanding of school and academy governance and an ability to apply this knowledge in a variety of settings.

- The confidence and competence to intervene in meetings and keep Governing Board meetings “on track”.
- Excellent written and verbal skills with an ability to communicate and present information effectively.
- Outstanding administrative and organisational skills.
- Excellent minute taking skills.
- A good knowledge of IT including keyboarding skills.
- A flexible approach to your working hours; work offered can be during school hours or early evening and you should be prepared to travel to schools across Wigan and neighbouring boroughs.

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## Our Culture

For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”