Governors' Administrator
Job Description

Title of post: Governors' Administrator

Responsible to: Chair of Governors

Purpose of Job: To provide administrative support to the Governing Body

Main duties:

- To attend Governor Meetings and Panel Hearings as required
- To minute and write up all Governor Committee and Subcommittee Meetings
- To record the attendance of Governors at the meetings
- To minute and write up Panel Hearings as required
- To send draft minutes and matters arising promptly to the Committee and Subcommittee Chairs following each meeting and ensure that any corrections are completed.
- To maintain the confidentiality of the Governing Body and all committee documentation

Other

- To attend training, update or review sessions as required
- To perform any other administrative tasks as directed by the Chair of Governors or the Headmistress

Governors' Administrator
Person Specification

Experience and skills

- Experience of minuting meetings is essential
- Excellent organisational and administrative skills
- Proficient IT literacy (Microsoft)

Knowledge

- Sound understanding of confidentiality and cyber security
- Good understanding of safeguarding principles

Personal attributes

- Ability to form and maintain positive relationships and to work co-operatively
- Strong organisational and administrative skills
- Ability to think creatively to anticipate and solve problems
- Ability to manage own time effectively and work under pressure to deadlines
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, discretion and flexibility
- Wholehearted commitment to the life of a vibrant school community, sharing the School's values and vision