

Job Title:	School Governor Services Manager
Salary:	£45,000 for full time hours, pro-rated for part time hours
Working Hours:	Working hours between 0.6 FTE (21.6 hours per week) to full time (36 hours per week) will be considered based on candidate preference
Reports to:	Head of Governor Services & Company Secretary

About Camden Learning

Camden Learning is a pioneering school-led, place-based partnership. A joint enterprise, launched by Camden schools and Camden council in 2017, we are a unique organisation founded on the principle that there is far more we can achieve together than by acting alone. In consultation with our schools and the communities, we outlined our ambitions for education in Camden by developing a new strategy for 2030 [Building Back Stronger](#). This is built on the twin pillars of excellence and equity so central to the Camden system of education.

Working closely with the School Improvement and Business Operations teams, the Governor Services team provides services, support and strategic support to governors and governing bodies in Camden and other boroughs. The team also provides support on dealing with complaints and on wider policy and compliance issues, to schools and within the company.

Role purpose

The School Governor Services Manager will work as a governance professional and administrator within Camden Learning, supporting the activities of the Governor Services team. Their work will enhance the overall effectiveness of the team.

The School Governor Services Manager will:

- **Work as a governance professional with schools by:**
 - Advising clerks to governors, providing guidance on governance processes, statutory responsibilities, and best practice, including support at meetings.
 - Acting as Clerk or Governance Professional to schools where required to do so.
 - Ensuring that they are aware of any changes in legislation or governance frameworks and provide support in implementing these changes.
- **Manage and implement administrative processes within Governor Services by:**
 - Managing the administration of the governor database, ensuring all records, documents, and communications are up-to-date and managing training bookings and cancellations.
 - Managing and delivering communications to governors, ensuring that these are regular and accurate.
 - Providing technical support and guidance to clerks and governors in using platforms effectively.
 - Ensure the timely upload of key governance documents.

- Coordinate school governor recruitment processes, including maintaining the pool of candidates and assisting with organising community outreach events.
- Provide general administrative support to the Governor Services team, including scheduling meetings, managing correspondence, and maintaining governance-related records.
- Assist in organising and coordinating governance training sessions, events, and conferences for governors and clerks.
- Assist with the creation and distribution of governance newsletters, bulletins, and communications.
- **Assist with Governor Services work in relation to complaints, including:**
 - Assist with the delivery of the Complaints Service Level Agreement, including advising schools on responding to complaints.
 - Assist with the recording and response to complaints to the local authority in line with Camden Learning's commission from Camden Council.
- **Support the Head of Governor Services & Company Secretary by:**
 - Assisting in preparing reports, presentations, and policy documents.
 - Deputise for the Head of Governor Services & Company Secretary as directed.
- **Assist in monitoring and promoting the performance and compliance of school governing bodies, including, for example, conducting the annual survey of school websites.**
- **Act as a leader of social justice who:**
 - Understands the material, economic and social differences between different groups.
 - Works to right the wrongs of marginalised groups.
 - Creates safe spaces and opportunities that promote equity between individuals and groups.
 - Changes systems, processes, and structures to respond better to the needs of students
 - Works to create fairness and inclusion in schools for all who study and work in them
 - Interprets their role as working towards excellence and equity for all

Qualification requirements

A legal or governance qualification is desirable.

Person specification

Essential

- Experience in a governance-related role, ideally within education or a similar environment.

- Availability to work some evenings as part of role (with flexible hours)
- Strong administrative background with experience in organising meetings and maintaining records.
- Excellent communication skills, both written and verbal.
- Ability to advise and guide colleagues on governance matters.
- Strong IT skills, with proficiency in Microsoft Office (Word, Excel, Outlook)
- Attention to detail and high standards of accuracy, particularly in record-keeping and minute-taking.
- Strong organisational and time-management skills, with the ability to manage multiple tasks and deadlines.
- Unwavering commitment to equality and diversity and experience of championing these in a work environment

Desirable

- Understanding of schools and education policy (which could be gained from paid work in the sector or for example as a school governor)
- Previous experience using governance platforms such as Governor Hub or similar tools.
- Relevant governance or legal qualification
- Knowledge of education policy and legislative updates.
- Knowledge of the governance responsibilities of schools and the role of governors and clerks/governance professionals in the maintained sector
- Understanding of statutory governance requirements and best practices

Dispositions

- A pro-active, entrepreneurial approach
- Self-aware and keen to be an active and lifetime learner
- Flexible and agile in style
- Comfortable and confident working both alone and in teams
- Reflective and curious in pursuit of both excellence and equity
- Resilient and persistent in goals, but adaptable to people, context and place
- Values diversity and difference as source of strength and respect
- Ability to listen well and be respectful of others' views, opinions and contributions to achieve outcomes

Work Environment

The main base of work is the office at 5 Pancras Square, though the post holder will be able to work remotely for some of the week. We operate a flexible working policy by which some work may be undertaken remotely. Some evening work will be necessary with flexi-time recognised.

People Management Responsibilities

There is no line management responsibility though the postholder will be required to supervise the work of consultant clerks/governance professionals.

Relationships

- Head of Governor Services & Company Secretary
- Consultant Clerks and Trainers
- Camden Learning School Improvement and Business Operations Team
- School governors, including Chairs of Governors and Headteachers