



# Shinfield St. Mary's C.E. (VA) Junior School

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Headteacher: Mrs. Philippa Healy

'As I have loved you, so you must love one another.' John 13, 34



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## Job description: Governance Professional

Shinfield St Mary's CE Junior School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** Grade 5, scp 12 - 17

**Reporting to:** Chair of Governors, Headteacher

### Job Purpose

The Governance Professional supports the effective governance of the school by providing high-quality administrative, organisational, and advisory support to the Governing Body. The role ensures that governors receive timely, accurate information to make informed decisions that enhance pupil outcomes and uphold statutory responsibilities. Working closely with the Chair of Governors and the Headteacher, the Governance Professional coordinates meetings, maintains compliance and records, and facilitates clear communication across the school's leadership and governance structures, contributing to strong, transparent, and efficient governance practice.

### Duties and responsibilities

- To provide a full administration service to the School's Governing Board and its associated Committees.
- Liaise with the Headteacher and Chair of Governors/Chair of the relevant Committee to publish the agenda for each meeting and to distribute the paperwork for the meetings.
- To be responsible for taking the minutes of all meetings maintaining a clear record of debate & effective governance.
- To keep and maintain governor records relating to attendance, training, terms of office and a register of interests.
- Be responsible for liaising with the School Business Manager for ensuring governor information on the school website and on Get Information about Schools remains up to date meeting all statutory requirements.
- Lead on the administration of governor elections.
- Ensure new governors receive induction materials and support and assist with ensuring that DBS checks are completed.
- Act as a main point of contact for the Governing Board, maintaining records of governor correspondence and respond to communications as appropriate.
- To arrange ad hoc panels as may be required from time to time, taking minutes and advising the panel members.
- To provide advice on constitutional matters, procedures and recommended good practice.

- Develop and maintain professional working relationships with the Governing Board and school leaders.
- Undertake appropriate and regular training to develop knowledge and practice.
- Any other duties as the Chair of Governors or Headteacher may reasonably require.
- The hours for this role are not fixed due to the nature of the post. Therefore, the post holder must be flexible in their approach and be able:
  - To attend weekday evening meetings as scheduled
  - To attend ad hoc panel meetings
  - To visit the school if necessary to carry out admin duties
  - To work at home on their own initiative to meet deadlines

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

## Person Specification

	Essential	Desirable	Tested through
<b>Qualification criteria:</b> <ul style="list-style-type: none"> <li>• 5 good GCSEs including English and Maths at Grade C or above (or equivalent).</li> <li>• Excellent Microsoft Office skills.</li> <li>• Eligible to work in the UK.</li> </ul>	✓  ✓ ✓		Application form & evidence
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working as a Clerk or Governance Professional with a Governing Body or equivalent</li> <li>• Working in an administrative environment either within or outside of education.</li> <li>• Experience of working in a pressurised environment.</li> </ul>	✓	✓  ✓ ✓	Application form
<b>Behaviours, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Experience and capability of minuting discussions effectively, accurately and appropriately particularly with sensitive subject matter.</li> <li>• Excellent listening, communication skills and high levels of emotional intelligence.</li> <li>• High standard of verbal communication and confident to advise Governors when procedurally appropriate to do so.</li> <li>• Strong organisational and time-management skills and ability to work under pressure and be decisive.</li> <li>• Ability to use IT systems and MS Office Suite. Must have internet connection at home.</li> <li>• Experience of administering and arranging meetings.</li> <li>• High level of personal responsibility and confidentiality.</li> <li>• Ability to work within and interpret policies, procedures and legislation.</li> <li>• Ability to communicate fluently in accurate spoken and written English.</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓		Interview
<b>Other:</b> <ul style="list-style-type: none"> <li>• This post is subject to an enhanced Disclosure and Barring Service (DBS) check.</li> <li>• The post holder must be committed to safeguarding the welfare of children and is required to undertake annual safeguarding training.</li> </ul>	✓  ✓		

• Ability to attend evening meetings.	✓		
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**Notes:**  
This job description may be amended at any time in consultation with the postholder.

**Last review date:** December 2025  
**Next review date:** December 2027