

Job description

Service Manager, Schools Governor Services

- Grade: PO7
- Reports to: Assistant Director School Support Services
- Direct reports: Team of Sessional Clerks (11)
- Your team: Schools Governor Services
- Service area: School Support Services
- Directorate: Children and Young People

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post requires a DBS check at the appropriate level (Standard)

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The postholder will act as the Council's lead professional adviser on school governance, championing effective governance as a key driver of educational excellence, accountability, inclusion and school improvement.

The postholder is accountable for the delivery, quality assurance and financial sustainability of Governor Services, including the advisory, training and clerking SLA and traded offer.

As part of the School Support Services management team, the postholder will contribute to wider strategic direction, safeguarding assurance and continuous improvement across Children's Services.

Key responsibilities

Strategic Leadership & School Governance

- Lead the Council's strategic approach to school governance, championing effective governance as a key driver of educational excellence, accountability, inclusion and school improvement across maintained schools and other settings as commissioned.
- Act as the Council's principal adviser on governance matters, providing expert advice and guidance to senior leaders, elected members, governing boards and school leaders on complex governance, compliance and regulatory issues.
- Develop and maintain governance assurance, compliance and quality improvement frameworks, working collaboratively with School Improvement, Finance, HR, SEND and other services to support the Council's strategic priorities and statutory responsibilities.

Service Delivery & Statutory Functions

- Lead the delivery, quality assurance and continuous improvement of Governor Services, ensuring high-quality advice, training, clerking and governance support that meets statutory requirements and customer expectations.
- Lead on statutory governance functions, including Instruments of Government, governance reconstitution and change, federation proposals, local authority governor appointments and other governance processes required by legislation.
- Provide strategic advice and support on complaints, suspensions, permanent exclusions and other complex governance matters, ensuring robust, lawful and transparent decision-making.

Leadership & Management

- Provide effective leadership, management and professional supervision to the Governor Services team and clerk workforce, ensuring high standards of performance, professionalism and customer service.
- Lead workforce planning, recruitment, development and performance management arrangements to ensure the service maintains the capacity and expertise required to meet statutory and traded service commitments.

Training, Engagement & Partnerships

- Lead the development and delivery of a comprehensive governor development programme, including training, briefings, guidance materials and professional learning opportunities that support effective governance.
- Oversee strategic engagement activities, including Governor Forums, Governor Conferences and governance networks, promoting collaboration, diversity, inclusion, governor recruitment and the sharing of best practice.
- Lead the Council's governance communications strategy, ensuring governors and school leaders receive timely, accessible and high-quality information, guidance and updates on local and national developments.

Schools Forum, Finance & Corporate Responsibilities

- Hold strategic responsibility for Schools Forum governance arrangements and the financial sustainability of Governor Services, including management of service budgets, traded services, compliance with statutory requirements, safeguarding responsibilities and corporate policies

Budget responsibilities

Manage the service budget and develop a sustainable traded offer including academies where commissioned.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Substantial experience of working within school governance or a closely related education service, including providing advice on governance legislation and practice	Essential
2	Proven experience of leading and managing staff and/or sessional workers, including performance management and service delivery oversight	Essential
3	Demonstrable experience of leading service development, improvement or change, including establishing effective processes and quality assurance arrangements	Essential
4	Strong knowledge of maintained school governance frameworks, including governing body roles, structures, constitution and statutory responsibilities in England	Essential
5	Knowledge and understanding of key legislation and statutory guidance relevant to governance, including instruments of government, federations and safeguarding responsibilities	Essential
6	Experience of developing and delivering training, briefings or guidance to a wide range of audiences, including non-specialists	Essential
7	Highly developed communication skills with the ability to explain complex information clearly and influence a wide range of stakeholders (e.g. governors, school leaders, partners)	Essential

8	Strong analytical skills with the ability to interpret data, identify risks and drive continuous service improvement	Essential
9	Experience of managing budgets, resources and/or traded services, including delivering value for money and income generation	Essential
10	Excellent organisational and time management skills, with the ability to manage competing priorities and deliver to deadlines	Essential
11	Understanding of barriers to participation in governance and a commitment to equality, diversity and inclusion in service delivery	Essential
12	Experience of working strategically across organisational boundaries, building effective partnerships and influencing service delivery, policy and practice across multiple stakeholders	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.