

# Harbury C.E. Primary School



Mill Street  
Harbury  
Warwickshire  
CV33 9HR

☎/Fax 01926 612656

email: [admin3032@we-learn.com](mailto:admin3032@we-learn.com)

Web-site: <http://www.harburyschool.com>

## School Governor Job Description

Following re-constitution, Harbury C of E Primary School have five vacancies for Governors to be co-opted onto the Governing Body. We are looking for people with a variety of backgrounds to help lead the school and would actively encourage people who are not parents of current pupils.

The purpose of a Governor is to contribute to the work of the Governing Body in providing a high quality education and improving outcomes for all children at the school. This involves providing a strategic view for the school, acting as a challenging friend and ensuring accountability. Governors are there to represent the best interests of the school and **all** its children.

A Governor has many responsibilities and they include:-

- Develop the Strategic Plan for the school
- Determine the vision, aims, policies and priorities of the school
- Set targets
- Monitor and evaluate the work of the school
- Appoint staff
- Set and monitor the budget
- Ensure that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability and which nurtures the whole child and encourages respect for others
- Ensure the Health and Safety of children and staff
- Maintain and improve the school environment
- Measuring the impact of the Governing Body's work

There are several tasks for Governors to undertake and they include:-

- Attend Full Governing Body meetings (usually 6 a year) and read Agendas, Papers and Minutes
- Get to know the school, its needs, strengths and areas for development
- Attend meetings (Full Governing Body Committees and Working Groups)
- Work as a member of a team
- Commit to training and development opportunities
- Act within the framework of the policies of the Governing Body and legal requirements
- Speak, act and vote in the best interests of the school
- Understand its targets and performance
- Awareness of the OFSTED Framework
- Respect all Governing Body decisions and support them in public

Many skills are useful when being a Governor. The following lists some of the essential and desirable skills that are needed in this role. It is recognised that no one person has all these skills but the Governing Body will be chosen to cover all areas.

#### Essential Skills:-

- Commitment to improving education for all pupils
- Ability to work in a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the school's vision and ethos
- Basic literacy and numeracy skills
- Basic IT skills (i.e. word processing and access to email)

#### Desirable Skills:-

- Experience of being a board member in another sector or a governor/trustee in another school
- Experience of chairing a board/ governing body or committee
- Experience of professional leadership
- Understanding and experience of strategic planning
- Ability to analyse and review complex issues objectively
- Problem solving skills
- Ability to propose and consider innovative solutions
- Change management (e.g. overseeing a merger or an organisational restructure, changing careers)
- Understanding of current education policy
- Communication skills, including being able to discuss sensitive issues tactfully
- Ability to analyse data
- Ability to question and challenge
- Experience of project management
- Performance management/ appraisal of someone else
- Experience of being performance managed/appraised yourself
- Financial planning/management ( e.g. as part of your job)
- Experience of procurement/purchasing
- Experience of premises and facilities management
- Links with the community
- Links with local businesses
- Knowledge of the local/regional economy
- Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)
- Understanding of special educational needs