**JOB DESCRIPTION FOR SCHOOL GOVERNORS**

Governing is a job - it just isn't paid!! It is perhaps even more important for voluntary jobs than for paid ones to be clear about the parameters, expectations and limitations. It is important that the job description allows Governors varying types of commitment - there are many different ways of being a successful governor.

<table>
<thead>
<tr>
<th>Job Description - School Governor</th>
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<tbody>
<tr>
<td>Name of School:</td>
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<tr>
<td>Responsible to: Chair of Governors</td>
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**Responsibilities:**

- Attend meetings
- Visit the school
- Serve on a committee
- Be attached to an area of the school's work
- Participate in executive decisions on the Governing Body
- Undertake training and development
- Work within an agreed code of conduct
- Represent the school within the local community
- Represent the local community on the Governing Body
- Maintain confidentiality as required
A PERSON SPECIFICATION FOR SCHOOL GOVERNORS

A Person Specification opens up the discussion about shared values on the Governing Body it has no legal status but can be used as a useful tool for recruitment.

<table>
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<th>Person Specification: School governor</th>
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Specifications:

- Caring
- Believes in state education
- Committed to the values of the school
- Commitment of offering time
- Willingness to undergo training and development
- Prepared to work as a member of a team
- Willing to contribute to school development and improvement
- Reliable
- Honest.

Nigel Gann, Hamdon Education Limited prepared both the Job Description and Person Specification.

Does the job description and person specification fit anybody that you know who would be interested in becoming a governor. We are always seeking people who are able to fulfil this role, if you feel you have the necessary commitment please contact Richard Painter on 01642-728109 or email richard_painter@middlesbrough.gov.uk

In fact how do you feel about the job description/person specification do you think it is realistic and appropriate please let us have your views by emailing jackie_white@middlesbrough.gov.uk or talk to your clerk at your next governing body meeting.