

Job Description and Person Specification

Job title	Clerk to Governors
School	
Salary grade	Grade E
Work location	
Reports to	Chair of Governors
Supervises	n/a

JOB PURPOSE

To ensure the continuity and effectiveness of governing body business, by providing high quality confidential administrative support, working within the governance legislative framework.

To be accountable to the governing body, working effectively with the Chair of Governors, the headteacher and other governors.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare and distribute purposeful and timely agendas for meetings, taking account of DfE (church authority if applicable) and LA issues and focussing on school improvement
- Keep attendance records of governors and to advise on appropriate action for absences
- Advise the governing body on governance legislation and procedural matters where necessary
- Take notes of governing body meetings in order to produce comprehensive and effective minutes, reflecting discussion and recording all decisions accurately and objectively with timescales for agreed actions
- Maintain an archived record of signed governing body minutes, ensuring that copies are available for inspection
- Keep up to date with legislation affecting school governance and current educational developments
- Communicate relevant information to all governors as required
- Act as Chair of Governors for the part of the meeting when a new Chair is being elected
- Maintain records of governing body membership and constitution details
- Liaise with Local Authority (and/or Diocese) to keep informed of membership changes
- Maintain all records and documentation relevant to school governance business, including standing orders, statutory policies, committee membership details and terms of reference

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that a register of business interests is maintained (legal requirement) and updated annually
- Perform all pre-appointment checks on new and re-appointed governors
- Attend termly forums and participate in professional development opportunities.
- Organise elections of Parent and Staff Governors in accordance with the relevant Regulations and West Berkshire Guidance. In addition, prompt the GB to consider re-appointments in advance of a governors' term of office ending, wherever possible.
- Establish and maintain contacts with local organisations relevant to the recruitment of Governors to fill vacancies (skills dependant)
- Maintain all governor sections of the websites to meet statutory requirements and to support effective governance
- Carry out any other reasonable duties relating to the post as directed
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others

SCOPE (impact on/control of resources, people, money etc)

Requires a sound understanding of and ability to interpret School Governance Regulations regarding the function, responsibilities and authority of school governing bodies.

Will be required to communicate with national and local government officers, governors and Education professionals including headteachers on a regular basis.

Will have access to extremely sensitive and highly confidential information which must be dealt with discretely.

A DfE (Department for Education) survey has cited the role of the clerk as being important to governing body effectiveness.

The Schools' Inspection authority Ofsted has commented that

- the clerk to governors has a significant impact on the work of the governing body and consequently the effective leadership of the school

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE grade C in English or equivalent	Essential
Business or secretarial qualification	Desirable
Experience	
Experience of writing agendas and accurate, concise minutes	Essential
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Knowledge of school governing body legislation and procedures	Desirable
A good understanding of the management processes in a school	Desirable
Skills and abilities	
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to maintain efficient record-keeping systems	Essential
Ability to maintain contacts with outside agencies e.g. LA, church authorities, DfE	Desirable
Work-related personal qualities	
Good communication skills	Essential
Good interpersonal skills	Essential
Good organisational skills	Essential
Confidentiality, tact and diplomacy	Essential
Ability to remain impartial	Essential
Positive attitude to personal development and training	Essential
Other work-related requirements	
Ability to work flexible hours including evening work	Essential
Ability to travel to meetings	Essential