

JOB DESCRIPTION

POST: Clerk to the Governing Body

MAIN JOB PURPOSE

- 1) To provide a high quality of support to the Governing Body, demonstrating effective working relationships with the Chair/Co-Chairs of Governors, other governors, and the Headteacher.
- 2) To be responsible for advising the Governing Body on constitutional matters, duties and powers; working within the current legislative framework and the DfE Governor Handbook.
- 3) Secure the continuity of Governing Body business, ensure it complies with all legal requirements and observes confidentiality requirements as well as the duty to provide information to parents.
- 4) To assist the Governing Body in being as effective as possible and meeting all Ofsted criteria.

MAIN RESPONSIBILITIES

- 1) Work with the Chair, before Governing Body meetings, to prepare purposeful agendas which take account of National Guidance, Academy Trust and any other stakeholder issues (where appropriate).
- 2) Respond to requests from Governors to convene meetings, produce, collate and distribute the agendas, reports and other papers within required legislative timescales.
- 3) Record the attendance/absence of governors at meetings ensuring that all meetings comply with quorum requirements and advise the Chair of any possible action regarding governor absences within legislative restrictions.
- 4) Make provision for absent Governors to take part in voting as per agreed school procedures and within legislative restrictions e.g. telephone and video conferencing.
- 5) Advise the Chair/Co-Chairs on governance legislation and procedural matters where necessary, before, during and after the meeting including any restrictions on persons taking part in meetings or parts of meetings.
- 6) Take notes at Governing Body and committee meetings in order to prepare minutes. Record all decisions accurately and objectively indicating who is responsible for any agreed action with timescales and noting any 'challenges' made.
- 7) Circulate minutes to all governors, keep a file of signed minutes and arrange for them to be published on the school website within agreed timescales (excluding confidential items).
- 8) Ensure the Governors fulfil their responsibilities within legislation and recommended good practise with regard to publishing information on the school website.
- 9) Manage the process of Chair/Co-Chairs and Vice Chair elections and Chair during that part of the meeting at which the Chair is elected.
- 10) Maintain a database of names, addresses, categories and terms of office of all Governing Body members. Advise the Chair of any forthcoming expiry dates before the term expires so that elections or appointments can be organised in a timely manner and vacancies managed effectively.
- 11) Manage the election process for new governors.
- 12) Support the Chair with new Governor induction by ensuring an induction pack is issued to newly appointed governors. The induction pack should include: forthcoming meeting dates, Terms of Reference for all Committees and minutes of the last three full governing body meetings.
- 13) Maintain copies of current Terms of Reference and membership of committees and working parties, including any named governor roles. Ensure that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.

- 14) Ensure that the school's agreed safeguarding policies and procedures are applied to new appointees and re-appointees.
- 15) Ensure that the Governing body has approved all school statutory policies and documents according to legislation requirements and that they are highlighted to the appropriate group / committee for review at the agreed timescales.
- 16) Provide the Governing Body with an annual planner of all the required statutory activities plus any others as agreed with the Chair/s.
- 17) Undertake such other duties as may be required from time to time commensurate with the level of the post.
- 18) Comply with all decisions, policies and standing orders of the school and the Academy Trust (if applicable) plus any statutory requirements, including Equality legislation, the Health and Safety at Work Act, the Data Protection Act and the Freedom of Information Act.
- 19) Have a commitment to Child Safeguarding, promoting the welfare of children and young people in accordance with the school's agreed procedure.

PERSON SPECIFICATION

Post Title: Clerk to the Governing Body

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> • Proven general secretarial and administrative experience in a similar size organisation • Experience of working in a school / educational environment (D) • Extensive experience of taking minutes at meetings • Experience of keeping accurate computer records and dealing with confidential/sensitive information • Experience of working within legislation and procedures (D) • Experience of working under pressure and to deadlines • Experience working in a customer focussed role 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • 2 'A' Levels or equivalent (D) • NVQ 3 Business Administration or equivalent experience • Minimum 5 GCSE's A* - C or equivalent including Numeracy/Literacy/ICT • ECDL or equivalent • RSA II or equivalent ability 	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates ▪ References ▪ Interview ▪ Task
APTITUDES & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate clearly both verbally and in writing • Ability to liaise effectively with Governors/parents/staff at all levels/Local Authority Officers etc. • High level of accuracy and attention to detail • Ability to meet deadlines in a calm and professional manner • Ability to work under own initiative and without supervision • Ability to work as part of team • Ability to plan, organise and prioritise personal workload • Flexible in approach to work • Ability to identify improved ways of working • Ability to handle confidential information with discretion • Ability to comply with School/Trust policies and procedures 	<ul style="list-style-type: none"> • Application form • Interview • References
KNOWLEDGE	<ul style="list-style-type: none"> • An advanced working knowledge of Microsoft Office including Word, Excel, Powerpoint, Access and Outlook • Knowledge of the Data Protection Act 	<ul style="list-style-type: none"> • Application form • Interview • Task
ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Self-motivated • Professional and positive attitude • Pro-active and willingness to undertake training relevant to the job • Strong commitment to the delivery of high quality services as well as equality and diversity 	<ul style="list-style-type: none"> • Application form • Interview • References
OTHER FACTORS	<ul style="list-style-type: none"> • Flexible approach to working hours • Enhanced DBS Check (if applicable to school policy) 	<ul style="list-style-type: none"> • Application form • Interview • DBS

(D) = Desirable, but not essential

Springdale First School places the highest priority on the safeguarding and protection of children and because of the nature of our work this post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Supervision and Management of People

May be required to monitor the quality and quantity of work of others. Otherwise, no supervisory responsibility other than providing informal guidance and support to more other clerks and new Governor recruits.

Knowledge and Skills

Planning and organisational skills, particularly co-ordinating processes

Advanced user of relevant software and/or procedures

Experience of working with relevant specialised equipment or procedures

Working knowledge of the activities of other areas of the School relevant to Governing body work

Co-ordination and collection of data from a variety of sources to be used by others

Analysis and manipulation of data or calculations, highlighting and prioritising any issues for further investigation or action

Collate, organise and edit material for inclusion in reports and documents

Advanced keyboard skills

Management of diary/calendar of the Governing body

Preparation of non standard documentation which requires knowledge of advanced word processing skills and/or the integration of software applications

Creativity and Innovation

Relay customer feedback and comments and contribute to proposals for improvements to current working methods.

Use interpersonal skills to deliver a range of advice and assistance on specific aspects on own area

Contacts and Relationships

Solve problems including those of a more complex nature, judging when to refer or involve others, ability to quote relevant legislation.

Resolve queries independently and recommend alternative sources / courses of action.

Understanding of customer needs in order to support a high quality service to customers both internally and externally

Decisions

Identify and resolve first line problems including dealing with more complex queries, judging when to forward these on to or involve others

Initiative will be required with scope to make decisions within clear parameters

May make decisions about routine work matters in collaboration with line manager

Handles confidential information with discretion

Resources

Personal duty of care in relation to equipment and resources.

Take responsibility for small scale resources/cash following established procedures

Work Environment

Plan and prioritise own work activities including scheduling of non standard work, but nature of planning is about timing and sequencing assigned tasks over a week or weeks ahead.