

Job Description

Job Title		Clerk to Governing Body (38 weeks per year)			
Service Area		Secondary School		Function	Admin
Team	Admin	Post number		Grade	LBR 5 £22,062-£24,027 Full-time equivalent.
Reports to		Headteacher / Business Manager		Post to be evaluated	No
Hours		10 hours administration each week which can be at the school or at home. Additional 15 two-hour meetings per school year. Flexibility required. Evening and day meetings			
Purpose of Job					
<div>1. To organise and clerk all meetings of the Board of Governors. To maintain information on the membership of the Governing Body in accordance with legal requirements.</div> <div>2. Prepare agendas and carry out all admin duties relevant to the Governing Body.</div> <div>3. To arrange and clerk employee appeals and disciplinary meetings and student permanent exclusion meetings where the Governing Body is involved.</div>					
Major duties and responsibilities					
Clerk to the Governing Body:					
<div>1. Prepare the agenda for meetings of the full Governing Body and its committees in consultation with the Chair to Governors and Headteacher to ensure the meetings are purposeful.</div> <div>2. Maintain attendance records and receive apologies for Governing Body meetings. Attend and take accurate notes of Full Governing Body and Committee meetings, maintain the official minute folder to ensure that a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of minutes are made available at the school for inspection on request in accordance with legal requirements.</div> <div>3. Attend all Full Governing Body and Committee meetings which will fall outside the normal hours of work.</div> <div>4. Receive correspondence on behalf of the Governing Body and ensure necessary and appropriate action is taken, producing correspondence on behalf of the Governing Body as directed, to ensure that the meetings and business of the board is properly administered. To undertake typing and photocopying on behalf of the Governing Body and Headteacher on matters relating to the Governing Body.</div> <div>5. Issue documents such as letters of appointment, legal declarations to Governors, records of committee membership, annual audit register of Governor Pecuniary interests and their terms of reference etc. Inform the LEA of all resignations and appointments and maintain a register of Governors' to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements. Circulate meeting schedule to Governors and SLT. Keep Governors informed of school calendar of events.</div>					

6. Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office and maintain a database of names, addresses and category of Governing Body members and their terms of office. Ensure Governors page on website is kept up to date.
7. Liaise with all Governors eligible for election to a governor's vacancy to determine whether they are willing to be candidates. Undertake the duties necessary in relation to the undertaking of a Governors election and ensure that membership to the Board of Governors is in accordance with legal requirements.
8. Minute employee appeals and disciplinary meetings and student permanent exclusion meetings conducted by the Governing Body Committee panels as necessary and promptly produce and distribute note of the meeting to attendees to ensure an accurate record is maintained of evidence.
9. Produce and maintain a list of school policy documents, ensuring a paper and electronic copies of all school policy documents are filed.
10. Arrange refreshments for all Governor meetings. Notify site team of dates of meetings.
11. Arrange Link Governors' visits to Curriculum Team Leaders each term. Type and distribute the visit report.
12. To perform such other reasonable duties relating to the post as directed by the Governing Body.

Other Job Requirements:

13. To carry out any other reasonable duties as may be requested by the Head teacher, Senior Leadership Team or Line Manager.
14. To attend training as required.
15. A laptop will be provided.

Person Specification: Clerk to the Governing Body

The person appointed must meet all of the essential skills listed below:

- Excellent listening and verbal communication skills (Essential)
- Ability to organise time and work to deadlines (Essential)
- Experience of record keeping, information retrieval and dissemination of data/documentation to a governing body (or similar organisation) and relevant partners (Essential)
- Willingness to work evenings to attend Governing Body meetings (Essential)
- Experience in the use of Microsoft Office applications, including the use of the internet to access relevant information (Essential)
- Accurate typing skills (Essential)
- Excellent written communication skills. Experience of writing agendas and accurate concise minutes (Essential)
- Good interpersonal skills in order to maintain an effective working relationship with students, staff, visitors and outside agencies (Essential)
- Willingness to be flexible (Essential)
- Ability to maintain confidentiality (Essential)
- Ability to prioritise workload to meet deadlines (Essential)
- Ability to use own initiative (Essential)
- Commitment to the school's Equal Opportunities Policy and acceptance of the job holders responsibility for its practical application (Essential)
- To understand and comply with the requirements of the Health and Safety at Work Act 1974 (Essential)
- Experience of organising meetings (Essential)
- Knowledge of governing body procedures (Desirable)
- Knowledge of Data Protection legislation (Desirable)
- Previous experience of working in an education environment (Desirable)
- Ability to use shorthand to take meeting notes (Desirable)