

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
A8680	Clerk to Governors	Grade 3	348 NJC	April 2008

Statement of Purpose

Accountable to the Governing Body, be responsible for advising the Governing Body on constitutional matters, duties and powers.

Advisory Support to Governors

- Work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DCSF, Local Authority and church authority issues and is focused on school improvement.
- Encourage the Headteacher and others to produce agenda papers on time.
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Advise the Governing Body on procedural issues.
- Access appropriate legal advice, support and guidance as necessary.
- Ensure that new governors have a copy of the DCSF 'A Guide to the Law for School Governors' and other relevant information.
- Take action on Governing Body's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by LAs and church authorities (if appropriate).
- Advise on the requisite content of the school prospectus and School Profile.
- Ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body.

May also be required to:

- Give advice and support to governors taking on new roles such as Chair or Chair of a committee.
- Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.

Administrative Support

- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the before the meeting.
- Record the attendance at the meeting and take appropriate action re: absences.
- Advise absent governors of the date of the next meeting.
- Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the Chair and Headteacher for amendment/approval by the Chair.

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- Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body.
- Keep a minute book, or file of signed minutes, as an archive record.
- Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.
- Following the approval of the minutes at the next meeting, forward a copy to the Local Authority, and, where agreed, to the appropriate church or foundation authority.
- Chair that part of the meeting at which the Chair is elected.
- Maintain a database of names, addresses and category of Governing Body members and their term of office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Literacy.
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Inform the Governing Body, Local Authority and church authority (if appropriate) of any changes to its membership.
- Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
- Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Check with the Local Authority, and, where appropriate, the church authority that Criminal Records Bureau disclosure has been successfully carried out on any governor when it is appropriate to so.
- Maintain records of Governing Body correspondence.

May also be required to:

- Clerk some or all statutory and non-statutory Governing Body committees.
- Assist with the elections of parent, teacher and staff governors.
- Maintain a file of relevant DCSF, Local Authority and church authorities (if appropriate) documents.
- Maintain archive materials.
- Assist with the preparation of the School Profile, assembling the statutory information and copying and distributing the report.
- Prepare briefing papers for the Governing Body, as necessary.
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

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Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Clerk to Governors
Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an administration function. 	<p>AF</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ 2 or equivalent qualification or experience in a relevant discipline. • Must have already attended or make a commitment to attend the national training programme for Clerks or it equivalent. 	<p>AF</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Working knowledge of relevant policies/ practices and external regulations e.g. Health & Safety, Data Protection, Equal Opportunities. • Excellent record keeping, minute writing skills. • Good communication skills. • Good interpersonal skills. • Good ICT skills. • Ability to work independently and take initiative. • Ability to maintain confidentiality, impartiality and integrity. • Ability to build relationships with external agencies. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. 	<p>AF/I</p>

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***