

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Clerk to Governing Body
Directorate:	Princess May Primary School
Reporting to:	Headteacher / School Business Manager / Chair of Governors
Grade:	Scale 6 (7 hours per week)

Job description

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| Purpose of the post: | <ul style="list-style-type: none">• To be accountable to the governing body, working effectively with the Chair of governors, with the Headteacher and other governors.• To be responsible for advising the governing body on constitutional matters, duties and powers and to work within the broad current legislative framework. Secure the continuity of governing body business and observe confidentiality requirements. |
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Main duties and responsibilities:

Meetings:

- Work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfE issues and is focused on school improvement.
- Encourage the Headteacher and others to produce agenda papers on time.
- Manage the dates of meetings.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting.
- Record the attendance of governors at the meeting and take appropriate action regarding absences.
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the 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.
- Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body.
- Advise absent governors of the date of the next meeting.
- 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.
- Chair the part of the meeting at which the Chair is elected.

Membership:

- Maintain a database of names, addresses and category of Governing Body members and their term in office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of the terms of office.
- Maintain copies of current terms of reference and membership of committee and working parties and nominated Governors.
- Advise governors and appointing bodies of the expiry of their term in advance allowing elections or appointments to be organised in a timely manner;
- Inform the Governing Body and Local Authority 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 that Disclosure and Barring Service disclosures have been successfully carried out on any Governor when it is appropriate to so.

Advice and Information:

- Advise the Governing Body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Ensure that new governors have a copy of the DfE 'A Guide to the Law for School Governors' and other relevant information.
- Take action on Governing Body's agreed policy to support new governors. Take into account the guidance for Headteachers and Chairs of governors on the National Training Programme for New Governors and induction materials/courses made available by Local Authorities.
- 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.
- Maintain records of governing body correspondence.

Professional Development:

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
- Attend termly briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.

Optional Extras:

- Clerk some or all statutory and non statutory Governing Body committees.
- Assist with the elections of parent, teacher and staff governors.
- 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.
- Maintain a file of relevant DfE and Local Authority 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.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Person Specification

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	Essential	Desirable
Qualifications		
1. NVQ Level 2/3 or equivalent qualification or experience.	✓	
2. GCSE or equivalent qualification in English.	✓	
3. Have already attended or able to make a commitment to attend the National Training Programme for Clerks or its equivalent.	✓	
Experience		
4. Experience of record keeping, information retrieval and dissemination of Governing Body data/documentation, to the Governing Body and relevant partners.	✓	
5. Experience of organising meetings.	✓	
6. Experience of committee working, clerking of committees or serving as a school governor.	✓	
7. Experience of developing and maintaining contacts with outside agencies e.g. departments of the Local Authorities and the DfE.	✓	
8. Experience of writing agendas and accurate minutes.	✓	
9. Experience of using the internet to access relevant information.	✓	
10. Relevant personal and professional development.	✓	
11. Experience of working in an environment where experience includes taking initiative and self motivation.	✓	
12. Experience of working as a member of a team.	✓	
Knowledge		
13. Knowledge of Governing Body procedures.	✓	
14. Knowledge of educational legislation, guidance and legal requirements.	✓	
15. Knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, Local Authorities and the DfE.	✓	
16. Knowledge of equal opportunities and human rights legislation.	✓	
17. Knowledge of data protection legislation.	✓	

Skills		
18. Good communication skills.	✓	
19. Excellent, accurate, and concise writing skills.	✓	
20. Strong organisational skills and ability to work to deadlines.	✓	
21. Strong sense of responsibility and integrity.	✓	
22. Tact, diplomacy, confidentiality and sensitivity.	✓	
23. Ability to remain impartial.	✓	
24. A flexible approach to working hours.	✓	
25. Sympathetic to the needs of others.	✓	
26. Openness to learning and change.	✓	
27. Ability to use appropriate ICT equipment as required by the Governing Body.	✓	
28. Ability to demonstrate a willingness to attend appropriate training and development.	✓	
Special Requirements		
29. Be able to work at times convenient to the Governing Body, including evening meetings.	✓	
30. Be able to travel to meetings.	✓	
31. Be available to be contacted at mutually agreed times.	✓	