

	
JOB DESCRIPTION	

Job Number:	N/A	
Department:	Education	
Section:		
Job Title:	Clerk to the Governing Body	
Reports To:	Chair of Governors	
Main Purpose of Job: <i>Briefly - what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
Every Governing Body (GB) is required by law to have a clerk. The clerk to the GB is accountable to the GB, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the GB on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of GB business and observe confidentiality requirements.		
Main Responsibilities and Duties: <i>What needs to be done? - Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment</i>		% of Time
1. Meetings 1.1. Work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DfE, LA and church authority issues and is focused on school improvement. 1.2. Encourage the headteacher and others to produce agenda papers on time. 1.3. Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting. 1.4. Record the attendance of governors at the meeting and take the appropriate action regarding absences. 1.5. Advise the GB on governance, legislation and procedural matters where necessary before, during and after the meeting. 1.6. Take notes of the GB meetings to prepare minutes, sending drafts to the chair and headteacher for amendment and approval and copying and circulating to governors within the timescale agreed. 1.7. Advise absent governors of the date of the next meeting. 1.8. Keep records on our cloud-based system. 1.9. Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions. 1.10. Following the approval of the minutes at the next meeting, forward a copy to the LA and, if appropriate, the appropriate church or foundation authority. 1.11. Chair that part of the meeting at which the chair is elected (normally the beginning of the first meeting of the new school year).		% 70% of time for non-optional tasks

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

- The interpretation of the law as it relates to governance.
- Best practice advice on governor recruitment and development and the operation of the GB.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice

The position of clerk does not attract a high level of decision-making. Rather, the clerk advises others – principally the chair, other members of the GB and the headteacher on legal requirements and good governance practice.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings

1. Clerking is subject to 'bursts' of intensive activity around the time of meetings, publishing required reports, inspection by OFSTED and the activation of statutory committees.
2. Depending on circumstances, some clerks work from home and are expected to have and be able to use effectively IT, including word-processing and email.
3. Most meetings and much of the work of the GB, and therefore the clerk, is undertaken in the evening.
4. A clerk may have to travel some distance to meetings at the school.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating

1. The clerk must establish good relationships with all governors, particularly the chair and committee chairs and staff, especially the headteacher. The chair/head/clerk relationship is particularly important in effective governance.
2. The clerk also needs to establish good working relationships with the LA, particularly with 'Governor Services' staff.

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders*

- Knowledge of: GB procedures; education legislation, guidance and legal requirements; the respective roles and responsibilities of the GB, headteacher, LA, and DfE; Equal opportunities and Human Rights legislation; Data Protection legislation.
- Good listening, oral and literacy skills.
- Writing agendas and accurate, concise minutes.
- ICT, including keyboard skills.
- Using the Internet to access relevant information.
- Organising their time and working to deadlines.
- Organising meetings.
- Record keeping, information retrieval and dissemination of data and documentation.
- Developing and maintaining contact with outside agencies.
- Willingness to attend appropriate training and development.
- Willingness to undertake, when available, the National Training Programme for Clerks or its equivalent.
- Ability to work in an environment where experiences include taking initiative and self-motivation.
- Ability to work as a member of a team.
- Personal attributes to include: integrity; confidentiality; impartiality; sympathetic to the needs of others; openness to learning and change; positive attitude to personal development and training; good interpersonal skills; flexible approach to working hours.