

## Job Description



### CLERK TO THE GOVERNING BODY

The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair of Governors, and with the Headteacher and other governors. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

The Clerk to the Governing Body will:

- Work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda;
- Encourage the Headteacher and others to produce agenda papers on time;
- Produce and distribute agendas at least 14 days prior to meetings, and produce, collate and distribute papers at least 7 days prior to meetings;
- Record the attendance of governors at the meeting and take appropriate action re absences;
- Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for agreed action;
- Record all decisions accurately and objectively with timescales for actions;
- Send drafts to the Chair 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;
- Chair that part of the meeting at which the Chair is elected;
- Maintain a record of names, addresses and category of governing body members and their term of office;
- Maintain copies of current terms of reference and membership of committees;
- 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;

- Maintain records of Governing Body correspondence;
- Be encouraged to complete the National Training programme for Clerks to Governing Bodies or its equivalent; and
- Be encouraged to participate in professional development opportunities.

## **PERSON SPECIFICATION**

E = Essential

D = Desirable

<p><b>Skills, knowledge and aptitudes</b></p>	<p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>▪ good listening skills, oral and literacy skills;</li> <li>▪ writing agendas and accurate concise minutes;</li> <li>▪ ICT including keyboarding skills;</li> <li>▪ organising their time and working to deadlines;</li> <li>▪ organising meetings;</li> <li>▪ record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners;</li> <li>▪ using the internet to access relevant information;</li> <li>▪ developing and maintaining contacts with outside agencies e.g. the DfE</li> <li>▪ knowledge of Governing Body procedures;</li> <li>▪ knowledge of educational legislation, guidance and legal requirements;</li> <li>▪ knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher and the DfE;</li> <li>▪ knowledge of Equal Opportunities and Human Rights legislation;</li> <li>▪ knowledge of Data Protection legislation.</li> </ul>	<p>E E E E E D D D D D D D D</p>
<p><b>Qualifications and training</b></p>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>▪ be able to demonstrate a willingness to attend appropriate training and development;</li> <li>▪ have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>	<p>E D</p>
<p><b>Experience</b></p>	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>▪ relevant personal and professional development;</li> <li>▪ working in an environment where experiences included taking initiative and self motivation;</li> <li>▪ working as a member of a team.</li> </ul>	<p>D D D</p>
<p><b>Personal attributes</b></p>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>▪ be a person of integrity;</li> <li>▪ be able to maintain confidentiality;</li> <li>▪ be able to remain impartial;</li> <li>▪ have a flexible approach to working hours;</li> <li>▪ be sympathetic to the needs of others;</li> <li>▪ have an openness to learning and change;</li> <li>▪ have a positive attitude to personal development and training;</li> <li>▪ have good interpersonal skills.</li> <li>▪ have a commitment to student safeguarding and wellbeing</li> <li>▪ have a commitment to equal opportunities</li> </ul>	<p>E E E E E E E E E E</p>
<p><b>Special requirements</b></p>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>▪ be able to work at times convenient to the Governing Body, including evenings;</li> <li>▪ be able to travel to meetings;</li> <li>▪ be available to be contacted at mutually agreed times.</li> </ul>	<p>E E E</p>