

JOB DESCRIPTION

JOB TITLE	Clerk to Governors
SCALE	Single Status Grade 8
RESPONSIBLE TO	Chair of Governors
HOURS	

JOB PURPOSE

- To be responsible for advising the Governing Body on constitutional, procedural and legislative matters to ensure the Governing Body works to statutory responsibilities in line with the Academy's Memorandum & Articles of Association.
- To be responsible for facilitating governor meetings and associated record keeping
- To be responsible for maintaining Governor Policies and documents
- To authorise and maintain records of all Governor
- To secure the continuity of governing body business and observe confidentiality requirements.

KEY TASKS

- To attend all Governing Body meetings, and any other Governor held meetings where clerking is required
- To be responsible for preparing agendas in advance and liaising with Chair of Governors/Headteacher/Resources Manager in order to collate reports in readiness for the meetings.
- To be responsible for taking minutes of all Governors meetings and any other meetings where clerking is required
- To produce, collate and distribute the agenda and papers so that recipients receive them at least 7 clear days before the meetings (using e-mail communication in addition to paper documentation)
- To record all decisions accurately and objectively with timescales/person responsible for actions agreed
- To be responsible for coordinating Governors and Trustee Reports
- To record the attendance of governors at meetings and provide this information to Chair of Governors. To input to the annual trustees report.
- Support and maintain, working closely with the Resources Manager, a policy library and review cycle, advising the Governing Body to ensure that statutory and non-statutory policies and documents are reviewed, approved, adopted and published.
- To meet as necessary with the Chair of Governors/School Leadership Team as required
- To ensure that Companies House is up to date for Governing Body/Trustee appointments/resignations
- To maintain a database of names, addresses and category of governing body members and their term of office. Ensure Governor Services are notified of all changes.
- Ensure the governors section of the school website is up to date.
- To maintain accurate records systems and organisation on the Governors shared Google Drive
- To book rooms for meetings and ensure refreshments are available

- To chair the governors meetings where governor elections are required.
- Maintain copies of terms of reference for full governors, committees/working parties/link governor memberships as required
- Maintain a register of governing body business interests and review this annually
- To advise the Full Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting
- To ensure Governors are aware of relevant training and development requirements and keep a training record to be published and reviewed annually
- To initiate a welcome pack and induction programme to newly appointed governors including details about their terms of office
- To ensure all governors have up to date DBS checks and that these are recorded on the School's Central Record
- To produce a Governing Body Year planner which includes an annual calendar of meeting dates and cycle of agenda items including policy review
- To attend any relevant clerk training as required and attend Clerk's Support & Development meetings, held across the county three times a year
- To provide administrative and organisational support to the Governing Body as required
- Administer the elections of parent and staff governors
- Undertake any other administrative duties as required by the Governing Body
- Liaise with the school to ensure that Governors are invited to school events/ receive regular information

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- *This job description sets out the duties of the post at the time it was published.*
 - *The hours and the job description may be modified depending on the needs of the Academy Trust*
 - *The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
 - *The priorities for each year will be reviewed against this job description annually through performance management meetings*

**CAVENDISH SCHOOL
PERSON SPECIFICATION
Clerk to Governors**

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to organise complex material and to understand and assimilate new information. • Ability to take accurate minutes and maintain efficient record keeping systems. • Communication, literacy and IT skills. • Ability and willingness to work individually using own initiative. • Ability to organise time and work to deadlines. • Ability to work in an organised and methodical manner. 	<ul style="list-style-type: none"> • Ability to develop and maintain contacts with outside agencies
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in an administrative capacity • Experience of maintaining and manipulating computerised and/or hard copy data/information. • Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes. • Experience of writing agendas, reports and policies • Experience of producing accurate and effective minutes. • Experience of servicing meetings. • Awareness of data protection legislation to handle information securely in a confidential and impartial manner. 	<ul style="list-style-type: none"> • Previous experience of working in a school environment. • Knowledge of education legislation, guidance and legal requirements. • Knowledge of the respective roles and responsibilities of the chair of governors, governing body, headteacher, and the responsibility of the Governing Body/Trustees of Academy Schools
Education and Qualifications	<ul style="list-style-type: none"> • GCSE English • Willingness to attend further training and development opportunities. 	<ul style="list-style-type: none"> • BTEC Level 3 Clerk to Governing Bodies award or equivalent
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate and maintain integrity, impartiality and confidentiality. • Ability to work as a team member. • Willingness to work at times convenient to the governing body including evening meetings. • To produce evidence of personal and professional development and an openness to learning and change. • Ability to demonstrate commitment to equal opportunities. • Sensitive to the differing perspectives of those who work in schools. 	
Other	<ul style="list-style-type: none"> • be able to travel to meetings • be available to be contacted at mutually agreed times including evenings 	

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school