



JOB DESCRIPTION

Title Clerk to the Governing Body
Date November 2017
Reports to Chair of Governing Body and Headteacher

Job Purpose The Clerk will ensure Governing Body functions are met and will be accountable to the Governing Body, working effectively with the Chair of Governors, Headteacher and other Governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework.

Main Responsibilities

The Clerk to the Governing Body will:-

Meetings

- clerk and attend meetings per term as requested
- work effectively with the Chair and Headteacher before the Governing Body meetings to prepare a purposeful agenda which takes account of the DfE, Local Authority and Diocesan issues and is focussed on Centre improvement
- encourage the Headteacher and others to produce agenda papers on time
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting
- record the attendance of Governors at the meeting
- advise the Governing body on governance legislation and procedural matters where necessary before, during and after the meeting
- take notes during the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action
- record all decisions accurately and objectively with time scales for actions
- send drafts to the Chair and Headteacher for amendment/approval
- copy and circulate approved minutes to all Governors within the timescales agreed (usually within two weeks of the meeting)
- advise absent Governors of the date of the next meeting
- keep a minute book, or file of signed minutes
- liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously
- following approval of the minutes at the next meeting, forward signed copy to the Local Authority and Diocese (where appropriate)
- 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 of office
- initiate a welcome pack/letter 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

- advise Governors and appointing bodies of expiry of the term of office before term expires so elections/appointments can be organised in a timely manner
- inform the Governing Body of any changes to its membership
- maintain Governor meeting attendance records and advise the Governing Body of non-attendance of Governors
- ensure a register of Governing Body pecuniary interests is maintained and reviewed annually

Advice and information

- provide advice to the Governing Body as appropriate
- have access to appropriate legal advice, support and guidance
- ensure that new Governors are aware of the DfE Governors' Handbook and other relevant information
- take action on Governing Body's agreed policy to support new Governors, taking account of the induction materials made available by local Authorities and others
- assist with the election of parent, teacher and staff Governors
- advise on the requisite contents of the information required to be made available on the school website
- ensure that a file is kept of the policies and other documents approved by the Governing Body
- maintain records of Governing Body correspondence

Professional Development

- attend termly briefings and participate in professional development opportunities as required
- keep up-to-date with current educational developments and legislation affecting school governance
- be responsible for their own cycle of continuing professional development and attend appraisal review meetings as appropriate
- participate in the training of Governors in areas appropriate to the Clerking role

PERSON SPECIFICATION – Clerk to the Governing Body

Education, training and work qualifications	Method of assessment
<p>Essential</p> <ul style="list-style-type: none"> • GCSE (or equivalent) Grade C or above in English and Mathematics • Good general education • Demonstrate a willingness to attend appropriate training and development • Willingness to complete the ISCG Accredited Training Programme 	<p>Certificates</p> <p>Interview</p>
Knowledge, skills and aptitudes	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent listening, oral and literacy skills • Competent ICT skills, including cloud based systems and the internet • Ability to organise time and meet deadlines • Ability to take the initiative • Be self-motivated • Work within a team • An awareness of Governing Body procedures, educational legislation, guidance and legal requirements • Knowledge of Data Protection legislation 	<p>Interview</p> <p>Application</p> <p>Certificates</p>
Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Writing agendas and accurate, precise minutes • Record keeping, information retrieval and dissemination of documentation • Relevant personal and professional development • Organise meetings • Developing and maintaining contacts with outside agencies 	<p>Interview</p> <p>Application</p>
Other	
<p>Essential</p> <ul style="list-style-type: none"> • Be able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours • Have an openness to learning and change • Be organised 	<p>Interview</p> <p>Application</p>

Dorking Nursery School and Children's Centre, Powell Corderoy Primary School and St Martin's VC Primary School are committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment.

Appointment to this post will be subject to an enhanced Criminal Records Bureau disclosure.