



JOB DESCRIPTION

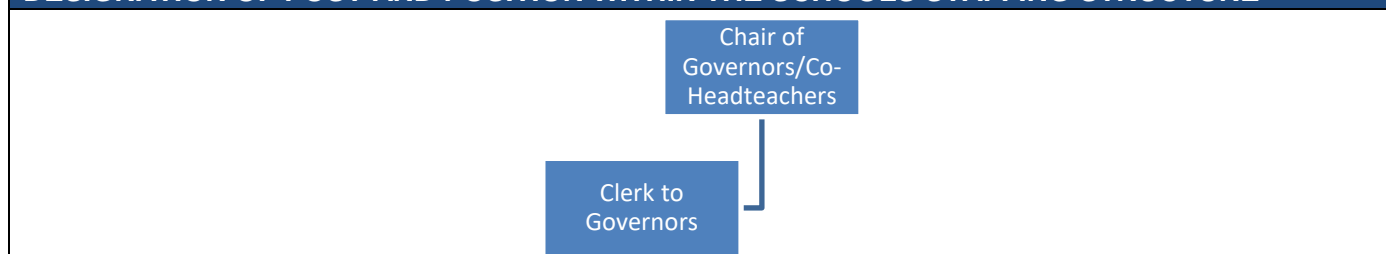
School: Addington School	Location: Woodley, Reading, Berkshire
Job Title: Clerk to Governors	Grade / Salary Range: Grade 5

JOB PURPOSE

To provide efficient, effective and confidential, administrative support to the governing body in the performance of its statutory obligations. Advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework ensuring the continuity of governing body business.

Note: The school is currently engaged in a period of change as we work with two other special schools to form a new special schools MAT across Berkshire called the Ascendancy Partnership Trust.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- Provide a full range of administrative support, for the chair, governing body, governor committees and the Co-Headteachers. This support will include dealing with confidential issues.
- Advise the governing body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
- Convene all governing body meetings by written notice within the required timescale. Liaise with Co-Headteachers and Chair to prepare agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Co-Headteachers and governing body.
- Maintain an archive signed record of the governing body minutes and send approved minutes to the LEA when required. Also, where agreed, send minutes to the appropriate church, foundation authority or APT governing body. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
- Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the governing body.
- Attend termly meetings arranged by the LEA, and other training seminars as required.
- Administration of the appointment procedure and induction of new governors. Maintain a database of governor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of parent, teacher and staff governors following LEA guidance.
- Ensure the governor's annual report conforms to all statutory requirements.
- Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Co-Headteachers, Chair and governing body on the wide range of routine and complex issues.



- Maintain records of current terms of reference and membership of committee and working parties and nominated governors e.g. literacy.
- Carry out any other reasonable duties relating to the post as directed by the Chair of Governors and agreed by the post holder.

SCOPE OF JOB (Budgetary / Resource control, Impact)

- None.

PERSON SPECIFICATION

Job Title: Clerk to Governors
Reports to (job title): Chair of Governors /Co-Headteachers

- * E = Essential Criterion (required at point of recruitment)
 D = Desirable Criterion (can be developed over time)

KEY CRITERIA	
* E / D?	
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> NVQ Level 2 level qualification, GCSEs or equivalent including English Experience of committee working, clerking of committees or serving as a school governor 	<ul style="list-style-type: none"> E D
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements relevant to the governing body Knowledge of the roles, responsibilities and procedures of the governing body, the Headteacher, the LEA and Church Authorities and the DfES 	<ul style="list-style-type: none"> D D
<u>Skills and Abilities</u> <ul style="list-style-type: none"> Good general communication skills Excellent, accurate, and concise writing skills Good organisational skills – able to prioritise workload Excellent record keeping, information retrieval and dissemination of governing body data/documentation Tact, diplomacy, confidentiality and sensitivity Ability to use appropriate IT equipment as required by the governing body 	<ul style="list-style-type: none"> E E E E E E
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> A flexible approach to work A sense of responsibility and integrity Positive attitude to personal development and training Openness to learning and change Tact and diplomacy Confidentiality Ability to remain impartial 	<ul style="list-style-type: none"> E E D D E E E
<u>Other Work-related Requirements</u> <ul style="list-style-type: none"> Able to travel to meetings Available to be contacted at mutually agreed times convenient to the Governing Body, including evenings 	<ul style="list-style-type: none"> E E