



JOB DESCRIPTION

Job Title:	Clerk To Governors
School:	St Teresa's Catholic Academy
Salary:	£30,060 Full Time Equivalent (£15.58/hour)
Reports To:	School Business Manager
Grade:	NJC Scale 5, Point 17
Employment Status:	Permanent, term time only
Hours of Work:	200 hours a year Average 4.5 hours per week (term time only) includes evening meetings. (Please note that during an average school term some weeks may require more than 5 hours and others less due to the pattern of work flow.)
Job Purpose	Prepare agendas in consultation with the headteacher and the Chair of Governors; taking and writing up the minutes at Governors' meetings, and distributing documentation and other information to the Governing Body. The Clerk will also need to become familiar with the DfE's Governance Handbook, and provide accurate advice to Governors as necessary.

Main Tasks/Accountabilities

1. Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body;
- Inform the governing body in good time of any changes to its responsibilities as a result of changes in relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate • Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher
- Circulate the reviewed draft to all governors within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND

- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in any relevant networking opportunities relevant to the role
- Participate in regular performance management

6. Additional Duties

- Maintain archive materials
- Perform such other tasks as may be reasonably required by the governing body from time to time

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) E = essential criterion; D = desirable criterion What does the postholder need to know in order to be able to carry out the role to the level required.</p> <ul style="list-style-type: none">• GCSE or equivalent level in English (D)
<p>Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills.</p> <ul style="list-style-type: none">• Good general communication skills• Excellent, accurate and concise writing skills• Good organisational skills – able to prioritise workload and work to deadlines• Able to identify customers needs quickly and deal effectively with enquiries• Tact, diplomacy, confidentiality and sensitivity• Able to use Word, Excel and Outlook• Ability to maintain archive information• Able to work independently but also as part of a team• Able to use initiative• Good attention to detail
<p>Experience: type, level and length.</p> <ul style="list-style-type: none">• Experience of committee working, clerking of committees or serving as a school governor (D)
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none">• Understanding of, and willingness to support, the Catholic ethos of the school• Able to maintain confidentiality and impartiality• A flexible and positive approach to work• A commitment to very high standards• Good interpersonal skills• Integrity
<p>Special Factors: e.g. hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc</p> <ul style="list-style-type: none">• Able to work at times convenient to the governing body, including evening meetings• Able to travel to meetings• Available to be contacted at mutually agreed times