

**Job Description**

**Department:** CHILDREN'S SERVICES

**Division/Section:** GOVERNOR DEVELOPMENT TEAM

**Job Title:** CLERK TO GOVERNORS

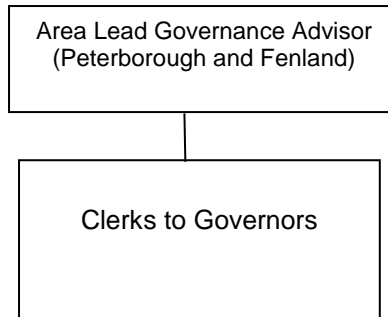
**Post No:**

**Grade:** 7

**Reports to:** Area Lead Governance Advisor (Peterborough and Fenland)

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**DBS Check applicable?** Enhanced

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Size of budget:** 0

- state whether *accountable* for (i.e. budget holder) or *accounting* for (e.g. monitoring)

**Job Purpose:**

- To provide effective and efficient administrative support to school and academy governing boards
- To provide advice to governing boards on governance, constitutional and procedural matters
- To ensure the Governing Board is properly constituted
- To be accountable, on a day to day basis, to the Area Lead Governance Advisor and to the governing boards of those schools/academies in which he/she is working

## **Main Duties and Responsibilities:**

### **1. Meetings**

The clerk will:

- work with the Chair and headteacher to draw up agendas for governing board meetings which take account of Department for Education (DFE), Education and Skills Funding Agency (ESFA), Local Authority (LA), Academy Trust and church authority issues and are focused on school improvement
- remind the Chair, other governors and staff about papers due to be sent out before meetings
- produce, collate and distribute agendas and papers to governors, ensuring that statutory deadlines are met
- attend governing board meetings, including delegated and statutory committees if required
- record governor attendance at meetings and apologies for absence received, with an indication of whether or not the apologies are accepted by the governing board
- ensure that meetings are quorate
- advise the governing board on legal and procedural matters, when necessary, before, during and after meetings
- chair that part of a governing board meeting at which the Chair is elected
- take notes of discussions during meetings and record all decisions accurately
- prepare draft minutes which summarise discussion, record decisions and indicate who is responsible for implementing any agreed action.
- Ensure that minutes reflect governors' compliance with the three key roles of governance: strategic direction, holding to account, and financial oversight.
- send draft minutes, within one week of the meeting concerned, to the Chair (and headteacher if agreed by the governing body) for checking
- circulate the draft minutes, agreed by the Chair, to all governors and to other relevant bodies
- keep a file of the agendas, minutes and papers of all governing board meetings, including committees, for reference

### **2. Membership**

The clerk will:

- maintain an up-to-date file of the names and addresses of governors, and their term of office
- ensure that new governors receive a welcome pack
- ensure that Disclosure and Barring checks are completed for all governors within statutory timescales.
- maintain copies of the terms of reference and membership of committees and working parties
- advise the governors of the expiry of their term of office notify the Chair if a governor is absent from meetings for six months without sending apologies that are accepted by the governing body
- advise the governing body of vacancies, inform the Chair and the appropriate body (LA, Academy Trust or church authority) of any resignations or appointments, and check that action is taken to fill vacancies
- keep a register of pecuniary interests
- advise the headteacher on the process for elections of parent and staff governors
- ensure that governing board information is published on the school website, in accordance with regulations
- ensure that governors' information is passed to the appropriate person in school for update of the National Governors Database, via the Edubase system.

### **3. Advice and Information**

The clerk will:

- advise the governing body on procedural issues
- inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in legislation

- offer advice on best practice in governance
- ensure that new governors have relevant background information, e.g. the DfE *Governance Handbook*
- advise on the statutory contents of the school website;
- Ensure that statutory policies are in place and are reviewed and/or revised when necessary
- maintain a file of DfE, Trust and LA documents relevant to the work of the governing board
- maintain archive materials, including all past governing board agendas, papers and minutes (to be kept, along with all other governing board papers, in secure storage on the school premises, or electronically, as agreed by the governing board)
- maintain records of governing board correspondence and draft letters when required
- know where to obtain appropriate legal advice and other guidance and information
- help produce a Governing Board Year Planner

#### 4. Professional Development

The clerk will:

- attend the termly training/briefing sessions provided by the Governor Development Team for clerks belonging to the Clerking Service
- keep up-to-date with educational developments and legislation affecting school governance

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE: 15<sup>th</sup> April  
2017**

**Person Specification**

**JOB TITLE:** Clerk  
to Governors

**POST NO:**

**GRADE:** 7

**DEPARTMENT:** Children’s Services

**HOURS:** Flexible

**DIVISION:**  
Governor  
Development  
Team

**DIRECTOR:**  
Jonathan Lewis

**DATE:** July 2019

**COMPLETED BY:** George Hayes

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>Knowledge of office procedures and systems. (A &amp;I)</p> <p>Effective organisational skills, including prioritising work in order to meet targets and deadlines. (A &amp;I)</p>	<p>Able to demonstrate an understanding of education issues. (A &amp;I)</p> <p>Knowledge of school governing body procedures. (A &amp;I)</p> <p>Knowledge of the law as it relates to school governance and the roles and responsibilities of school governing bodies. (A &amp;I)</p>
<b>SKILLS &amp; ABILITIES</b>	<p>Good literacy and IT skills (A &amp;I)</p> <p>Proven clerical and administrative skills. (A &amp;I)</p> <p>Proven skills in maintaining a data base. (A &amp;I)</p> <p>Working knowledge of word processing. (A &amp;I)</p> <p>Ability to work as a member of a team. (A &amp;I)</p> <p>Ability to liaise effectively with other agencies, including schools, LA departments and the DfE. (A &amp;I)</p> <p>Ability to communicate information effectively both verbally and in writing. (A &amp;I)</p>	

	<p>Ability to research information, including via the internet. (A &amp;I)</p> <p>Ability to work with minimum supervision. (A &amp;I)</p> <p>Ability to maintain confidentiality. (A &amp;I)</p>	
<b>EXPERIENCE</b>	<p>Significant experience of working in an office environment. (A &amp;I)</p> <p>Significant experience in organising and minuting meetings. (A &amp;I)</p>	<p>Previous local government experience. (A &amp;I)</p> <p>Experience of working with governing bodies. (A &amp;I)</p>
<b>QUALIFICATIONS</b>	GCSE or equivalent in five subjects at level 'C' or above, including English. (A	
<b>PERSONAL CIRCUMSTANCES</b>	<p>Use of a compatible computer, with internet access, at home. (A &amp;I)</p> <p>You are required to be aware of computer virus infection and to ensure that anti virus software is regularly updated. (A &amp;I)</p> <p>Flexibility to work at times convenient to the governing body, including attendance at evening meetings. (A &amp;I)</p> <p>Ability to travel to meetings and training venues. (A &amp;I)</p>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying Equal Opportunities and Safeguarding. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*