

## *JOB DESCRIPTION*

**Clerk to Governors**  
**Permanent, Part-Time Contract / Salary: Grade 4, point 14**  
**Start Date: As soon as possible**  
**3 hours per week (approximately)**

### **Introduction:**

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors and with the 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. He/she will secure the continuity of governing body business and observe confidential requirements.

### **Meetings:**

The Local Governing Board currently meets every half-term, usually online at 4.00pm with other committee meetings taking place at a mutually convenient time to the attendees.

The Clerk will:

- Work effectively with the Chair and Headteacher before the governing body meet to prepare a purposeful agenda.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
- Record the attendance of governors at the meeting and take appropriate action re absences.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- File signed minutes as an archive record.

### **Membership:**

- Maintain a database of names, addresses and category of governing body members and their term of office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors e.g. literacy.
- Inform the governing body of any changes to its membership.
- Ensure a register of governing body financial interests is maintained, reviewed annually and lodged within the school.

### **Advise:**

- Advise the governing body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.
- Maintain records of governing body correspondence.

### **Person Specification**

The successful candidate should ideally have the following Skills, knowledge and aptitudes:

- Good listening, oral and literacy skills
- Writing agendas and accurate concise minutes
- ICT including keyboarding skills
- Organising their time and working to deadlines
- Organising meetings
- Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners
- Using the internet to access relevant information
- Knowledge of Governing Body procedures\*
- Knowledge of educational legislation, guidance and legal requirements\*
- Knowledge of Data protection legislation\*

\*Training will be given

### **Personal Attributes:**

The clerk should:

- Be able to maintain confidentiality
- Be able to remain impartial
- Have a flexible approach to working hours
- Be sympathetic to the needs of others
- Have an openness to learning and change
- Have a positive attitude to personal development and training
- Have good interpersonal skills

### **Special requirements:**

The clerk should:

- Be able to work at times convenient to the Governing Body, including evening meetings
- Be able to travel to meetings
- Be available to be contacted at mutually agreed times

*Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.*