

## JOB DESCRIPTION



**School/College:** Packington CE Primary School

**Job Title:** Clerk to Governors

**Grade:** 8

**Post Number:**

**Responsible To:** Chair of Governors

**Responsible For:** *(Posts supervised).*

**Key Relationships/  
Liaison with:**

**Job Purpose:** The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the head teacher 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 confidentiality requirements.

### MAIN DUTIES AND RESPONSIBILITIES:

#### 1. Meetings

**The clerk to the governing body will:**

- a) Work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DFE, LA and church authority issues and is focused on school improvement.;
- b) Encourage the headteacher and others to produce agenda papers on time;
- c) Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meetings and post the relevant documents on the governor's shared drive;
- d) Record the attendance of governors at the meeting and take appropriate action re absences;

- e) Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting;
- f) Take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action;
- g) Record all decisions accurately and objectively with timescales for actions;
- h) Send drafts to the chair and headteacher for amendment/approval by the chair;
- i) Copy and circulate the approved draft to all governors within the timescale agreed with the governing body and notify them that this is posted on the shared drive;
- j) Advise absent governors of the date of the next meeting;
- k) Ensure a file of signed minutes kept in school, as an archive record, is regularly updated;
- l) Liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body;
- m) Chair that part of the meeting at which the chair is elected;
- n) When requested, clerk the following committees; pupil discipline/exclusion, complaints, staff discipline and appeals.

## 2. **Membership**

### **The clerk will:**

- a) Maintain a database of names, addresses and category of governing body members and their term of office;
- b) In conjunction with the chair of governors initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office and ensure new governor paperwork is completed;
- c) Maintain copies of current terms of reference and membership of committee and working parties and nominated governors, e.g. safeguarding;
- d) Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner;
- e) Inform the governing body, LA and church authority (if appropriate) of any changes to its membership;
- f) Maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- g) Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.

## 3. **Advice and Information**

### **The clerk will:**

- a) Advise the governing body on procedural issues;
- b) Have access to appropriate legal advice, support and guidance;
- c) Ensure that new governors have a copy of the DFE Governance Handbook and Competency Framework for Governors and other relevant information;

- d) Take action on governing body's agreed policy to support new governors;
- e) 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;
- f) Maintain records of governing body correspondence which the clerk receives or sends;
- g) Maintain a file of DFE, LA and church authorities (if appropriate) documents;
- h) Give advice and support to governors taking on new roles such as chair or chair of a committee;
- i) Maintain archive materials to meet statutory requirements.

**4. The clerk should be able to:**

- a) Work at times convenient to the governing body – mainly meetings are held on a Monday evening;
- b) Travel to meetings;
- c) Be contacted at mutually agreed times;
- d) Be self-motivated – keeping up to date with changes to legislation and good practice;
- e) Use skills from other areas of life/work experience;
- f) Deal with complex and sensitive issues effectively;
- g) Provide a balance of advice and support without interfering with the decisions the governing body makes.

**5. Professional Development  
The clerk will:**

- a) Attend briefings and participate in professional development opportunities;
- b) Keep up-to-date with current educational developments and legislation affecting school governance

## **SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



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# PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b> At least NVQ Level 3 Literacy and Numeracy or equivalent</p>	✓		App/Doc
<p><b><u>Experience</u></b> Relevant personal and professional development.</p> <p>Working in an environment where experiences included taking initiative and self-motivations.</p> <p>Working as a member of a team.</p>	✓  ✓	✓	App/Ref
<p><b><u>Knowledge</u></b> Knowledge of governing body procedures.</p> <p>Knowledge of educational legislation, guidance and legal requirements.</p> <p>Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DFE.</p> <p>Knowledge of legislation that has an impact on the work of the governing body, e.g. DDA, Data Protection, Freedom of Information.</p> <p>An understanding of Equal Opportunities legislation.</p>	✓	✓  ✓  ✓	

	Essential	Desirable	How assessed
<b><u>Skills/Attributes</u></b>			
Have good interpersonal skills.	✓		
Good listening, oral and writing skills.	✓		
Writing agenda and accurate concise minutes.	✓		
ICT including keyboarding skills, use of email and electronic storage and sharing facilities.	✓	✓	
Organising their time and working to deadlines.	✓		
Organising meetings.	✓		
Record keeping, information retrieval and dissemination of data/documentation, to the relevant people.		✓	
Using the internet to access relevant information.	✓		
Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church Authorities and the DFE.	✓		
To be a person of integrity.	✓		
To be able to maintain confidentiality.	✓		
To be able to remain impartial.	✓		
To have a flexible approach to working hours.	✓		
To be sympathetic to the needs of others.	✓		
To have an openness to learning and change.	✓		
To have a positive attitude to personal development and training.			

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b><u>General Circumstances</u></b></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>	<p>✓</p> <p>✓</p>		App/Int
<p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	<p>✓</p>		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)