

Job Description



Role:	Clerk to Governors
Salary:	West Sussex Grade 5 + Crawley Allowance
Hours:	454 hours per annum, Term time only (TTO)
Contract Type:	Permanent
Position Level:	SCHG51a

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	Chair of Governors – strategic / Business Manager – operational
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	Providing advice to the governing body on governance, constitution and procedural matters, ensuring the board meets its statutory requirements. The regulations require governing bodies to have regard to advice from the clerk regarding exercising the governing body functions. Providing effective administration support to the governing body and its committees and individual governors to facilitate effective and efficient meetings and strategic governance. Ensuring that a strong evidence base is available for Ofsted through accurate record of governing body challenge, actions and decisions via concise and accurate minutes.
Key Duties:	<p><u>Advice</u></p> <ul style="list-style-type: none"> • Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings • Act as the first point of contact for governors with queries on procedural matters. This will include researching and signposting to answers and seeking answers from third party organisations (WSCC Governor Services and NGA) • Inform the governing body of any changes in its responsibilities as a result of changes in legislation • Offer advice on best practice in governance and have sound knowledge of the three main roles of the governing board, the governance handbook, governor regulations and the role of governance in school improvement • Ensure the statutory policies are in place and statutory tasks are fulfilled • Produce an annual calendar of governing body meetings • Produce an annual governing body work programme, ensuring statutory requirements are met and minimising duplication between committees

- Advise the on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process to include attending the hearing to provide advice and minute the meeting

Administration of meetings

- In conjunction with the chair and headteacher prepare an agenda for the governing body meetings and committees which reflects DfE and Diocesan requirements and is focused on the Whole School Improvement Plan
- Liaise with members of staff to ensure papers are on time to allow distribution of the agenda and papers as required by statutory legislation
- Ensure meetings are quorate and record declarations of interest
- Record the attendance of governors at meetings and take appropriate action in relation to absences
- Draft minutes of governing body meetings reflecting the challenge by the governing body and the agreed actions and timescales. Circulate drafts to the chair and headteacher for approval
- Circulate the reviewed draft to all governors and relevant bodies according to the timescales agreed by the governing body
- Ensure minute books of all papers are kept within the school for FGB and committee meetings and for governor visits
- Liaise with the chair and school staff prior to the next meeting to receive an update on the progress of the actions agreed
- On an annual basis provide a copy of the Part 1 minutes to the LA, if required
- Facilitate the arrangements for additional emergency meetings including exclusions, staff discipline and complaints meetings

Membership

- Maintain an accurate record of the membership of the governing body
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office so elections or appointment can be made in a timely manner
- Distribute and ensure new governors complete the initial appointment paperwork. This includes signing the Qualification and disqualifications of governance document, completing and pecuniary and business interests' forms and providing information for the Governor Information About Schools database
- Facilitate the completion of Disclosure and Baring check on appointment
- Inform the Governing Body, LA, Diocese and NGA of changes in governing body membership
- Update the DfE Governor Information about Schools database
- Publish at least annually or when there are changes in the governing body the constitution of the governing body on the school's website
- Chair the 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 school

	<ul style="list-style-type: none"> • Maintain governor meeting attendance and collate on an annual basis and advise the chair of potential disqualification through lack of attendance • Advise the governing body on succession planning of all roles • Assist with the election of parent and staff governors <p><u>Manage Information</u></p> <ul style="list-style-type: none"> • Maintain up to date records of names, addresses (if disclosed), email addresses and category of governing body members and their terms of office. Then inform the governing body, LA and Diocese of changes to its' membership • Ensure terms of reference for the FGB and committees are updated and agreed on at least an annual basis • Distribute governing body correspondence in accordance with the governing body's requirements • Facilitate the availability of statutory polices and other documents agreed by the governing body in school <p><u>Governor Induction and Support</u></p> <ul style="list-style-type: none"> • Coordinate the induction process for new governors including provision of all paperwork identified by the governing body • Provide support and advice to all governors and in particular the Chair of Governors • Provide advice and support to governors taking on new roles such as Chair of Governors or Chair of committees • Ensure that governors are notified of training opportunities • Ensure a regular skills audit is carried out. • Participate in and contribute to the training of governors as appropriate • Ensure that governors have read and agreed to all statutory requirements and requirements of the governing body including KCSiE and code of conduct <p><u>Personal Development</u></p> <ul style="list-style-type: none"> • Undertake appropriate and regular training and development to maintain the clerk's knowledge and improve practice • Keep up to date with current educational developments and legislation affecting school governance • Attend termly Clerk to Governor briefings
Generic Duties:	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification – Clerk to Governors

	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance/ for schools	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	E	Application and Certificates
Good working knowledge of Word and Excel and other Microsoft office programs	E	Application and practical activity
Good communication skills – both oral and written. <i>(Application and covering letter will be used to make and initial assessment)</i>	E	Application and interview
Able to form good working relationships with adults and children Personable, but prepared to stand ground when required	E	Application and interview
Efficient, organised, works accurately and pays attention to detail	E	Application and interview
Confident and courteous telephone manner	E	Application and interview
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Application and interview
Fast learner, picks up most things first time	D	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Able to follow instructions, pick up things quickly and take initiative within boundaries	E	Interview and practical test
Uses own initiative within boundaries - problem-solver with a 'can do' attitude	E	Application and interview
Team player	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people, and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check at an enhanced level, in line with all schools across West Sussex.