



Job Description

Location: Palterton Primary School, Back Lane, Palterton, Derbyshire S44 6UN

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 1.25 hours per week, all year round

Responsible to: Chair of Governing Body

Post objective: Main responsibilities will include preparation and distribution of agendas and papers for meetings, attending the meetings to take minutes and distribution of these afterwards.

Main Duties and Responsibilities:

Post objective (1):

The Clerk will be responsible for advising the Local Governing Board 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.

Post objective (2):

To provide effective administrative support to the Local Governing Board and to provide advice on school governance, constitutional and procedural matters.

Accountable to:

The Clerk to the Local Governing Board will be accountable to the Chair of Governors, working effectively with the Headteacher, other governors and Clerk to the Trust Boards.

Duties, responsibilities and main tasks:

- Work effectively with the Chair and Headteacher before each meeting to prepare an agenda which takes account of school, DfE issues and is focused on school improvement.
- Encourage the Chair/Headteacher to produce agenda papers on time
Produce, collate and distribute the agenda and papers so that recipients have these at least five days before the meeting.
- Record the attendance at the meeting.

- Ensure meetings are quorate.
- Advise the Local Governing Board on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take minutes of the meetings, including decisions reached and indicating who is responsible for any agreed action.
- Send drafts of the minutes to the Chair and Headteacher for amendment/approval.
- Copy and circulate the approved minutes to all governors within the timescale agreed with the governing body.
- Advise absent governors of the date of the next meeting.
- Maintain a file of signed minutes as an archive record and ensure that signed copies of all minutes and papers discussed are available at the school for public access.
- Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body.

Membership:

- Maintain a database of names, addresses and category of Local Governing Board Members and their term of office advising when a member's term of office is due to expire so elections or appointments can be organised in a timely manner.
- Ensure a letter is sent to newly appointed governors including details of terms of office, code of practice and terms of reference.
- Liaise with the Trust's Senior HR Officer to ensure Disclosure and Barring (DBS) checks have been undertaken for all new governors.
- Maintain copies of current terms of reference, membership of committee and working parties.
- Inform the governing body of any changes to its membership • Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
- Maintain a register of governors' business / pecuniary interests • Act as the first point of contact for governors with queries on procedural matters relating to meetings.

Advice and Information.

- Advise the Local Governing Board on procedural issues, where necessary seeking advice from third parties on behalf of the Local Governing Board.
- Inform the governing body of any changes in its responsibilities as a result of legislation and advise on best practice.
- Give advice and support to new governors or governors taking on new roles such as chair or chair of a committee.
- Maintain archive material to meet statutory requirements.
- 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 Local Governing Board.
- Maintain records of Local Governing Board correspondence.
- Maintain a file of relevant documents from the DfE and Local Authority.
- Advise the school when any changes need to be made on the school's website or other relevant websites.
- Advise on the annual calendar of Local Governing Board Meetings.

General

- Assist with elections of parent and staff governors.
- Arrange and attend exclusion meetings (both fixed term and permanent) to take notes and ensure actions by Governors and the school are followed up.
- Arrange and attend complaints meetings to take notes and ensure actions by Governors and the school are followed up and deadlines noted.
- Perform such other tasks as may be determined by the Local Governing Board from time to time.
- Adhere to school policies and procedures Professional Development.
- Attend briefings and participate in professional development opportunities.
- Keep up to date with current educational developments and legislation affecting school governance.

The responsibilities of the post may be reviewed and modified in the light of the needs of the Trust/schools. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.



	Essential	Desirable
Qualifications	5 GCE, GCSE pass or equivalent including Maths and English.	
Skills	<p>Accurate minute taking</p> <p>Available to attend all Governing Body meetings</p> <p>Competent in the use of IT</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to prioritise own workload.</p> <p>Ability to work in a flexible and responsive way with tact, discretion and Confidentiality.</p> <p>Ability to work under pressure.</p> <p>Flexibility.</p> <p>Competence in numeracy and literacy.</p>	

	Excellent communication skills.	
Knowledge	<p>Awareness of confidentiality issues.</p> <p>Experience of school governance.</p> <p>Willingness to undertake training to reach the required levels of knowledge.</p>	<p>Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality, GDPR and of other relevant legislation.</p> <p>Awareness of school management.</p>
Experience	Previous clerk to the Governors.	