

### **Job Description**

<b>Job Title:</b>	<b>Clerk to a Governing Body</b>
<b>Location:</b>	<b>Specific School(s) to be determined through negotiation – mainly South Shropshire. Remote working is possible.</b>
<b>Hours of work:</b>	<b>Casual</b>
<b>Reports to:</b>	<b>The CEO of Shropshire Church of England Academies Trust</b>

### **Purpose of the Role:**

Shropshire Church of England Academies Trust provides a professional governor clerking service to a number of primary schools in Shropshire. Established in 2018, the service has built a reputation for high quality clerking, expertise and effectiveness.

Each Governing Board which buys-in to the Clerking Service Level Agreement offered, must be supported by the clerk in regards to the following:

- **Providing effective administrative support to the governing board**
- **Ensuring the governing board is properly constituted**
- **Managing information effectively in accordance with legal requirements**

### **Responsibilities:**

In coordination with the Schools' Business Manager, the clerk should:

- **Ensure that Governing Board meetings are well planned, conducted and documented, making effective use of Governor Hub**
- **Inform the Governing Board of any changes to its responsibilities as a result of any changes in legislation, policy and guidelines**
- **Contribute to the induction of governors where necessary**
- **Support Shropshire Church of England Academies Trust governor clerking team to ensure consistent high standards in governance administration**

### **Effective administration of meetings**

In coordination with the Schools' Business Manager, the clerk should:

- **Support the creation of scheduling governing board meetings for their allocated school(s) academic year and circulate the meeting schedule to all governors/board members and ensure it is uploaded onto the school's area of Governor Hub.**
- **With the chair and Headteacher, prepare a focused agenda for the governing board meeting using the templates provided by the clerking team.**

- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers ensuring they receive this at least seven working days before the meeting.
- Ensure governing board meetings are quorate in order to ensure effectiveness
- Draft minutes of governing board meetings, indicating who is responsible for any agreed actions with timescales and send drafts to the chair and Headteacher via email or Governor Hub.
- Circulate the reviewed draft minutes to all governors within seven working days of receiving the reviewed minutes from the chair
- Follow-up any agreed action points with those responsible and inform the chair of progress

### **Membership**

- Advise governors in advance of the expiry of a governor's term of office in the preceding term so elections or appointments can be organised in a timely manner
- Circulate school specific induction materials (if requested by the chair) and ensure new governors are signposted to useful information/documents and training
- Ensure that governors sign any documents required of them via Governor Hub such as the Code of Practice and KCSIE
- Ensure that data relating to the governing board composition, attendance, and business interests of governors is kept up to date and published on the school's website. Take appropriate action in relation to absences.

### **Manage Information**

- Maintain the school's governance folder and composition of boards document, up to date records of names and category of governing body members and their term of office and inform the governing body of any changes to its membership
- Maintain copies of current terms of reference and any designated governors e.g. Safeguarding, SEND
- Maintain a record of final minutes of meetings and governing board correspondence and ensure this is published within 7 working days of approval from the board
- Ensure copies of statutory policies and other documents are made available to review by the governing body and are accessible via Governor Hub
- Maintain a record of training undertaken by members of the governing board
- Maintain governor meeting attendance records and advise chair of potential disqualification through lack of attendance

### **Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation relating to governance
- Participate in performance management as coordinated by Shropshire Church of England Academies Trust.

### **Additional Services**

- Be available to clerk any statutory appeal committees/panels the governing board is required to convene.
- If available, be willing to cover clerking at other schools when necessary
- Perform such other tasks as may be determined by Shropshire Church of England Academies Trust from time to time provided that they are consistent with the nature of the post
- Respect the confidentiality of governing board proceedings in all matters and comply with data protection legislation
- Ensure governing body meeting papers are made available for public inspection in the school, except where they have been deemed by the governing body to be confidential

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
5. Post holder may deal with sensitive material and should maintain confidentiality in all related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks.

## Person Specification

### Job Title: Clerk to the Governing Body

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• English and Maths GCSE level at 'C' or Above or equivalent experience</li> <li>• Be able to demonstrate a willingness to attend appropriate training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Have already attended or make a commitment to attend National Development Programme for Clerks or its equivalent</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience of clerking for a Governing Body or as a school leader working closely with a governing body</li> <li>• Knowledge of governing board procedures</li> <li>• Knowledge of educational legislation, guidance and legal requirements;</li> <li>• Knowledge of the respective roles and responsibilities of the governing board</li> <li>• Full computer literacy with experience of using MS Word and MS Teams</li> <li>• Excellent organisation skills.</li> <li>• Experience of writing agendas and accurate concise minutes.</li> <li>• The ability to effectively engage with virtual meetings, as required</li> <li>• Evidence of relevant personal and professional development.</li> <li>• Experience working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment;</li> <li>• Knowledge of Equal Opportunities and Human Rights Legislation;</li> <li>• Knowledge of Data Protection Legislation;</li> <li>• Detailed knowledge and experience of administrative systems and procedures.</li> <li>• Basic understanding of Health and Safety.</li> <li>• Understand and implement child protection procedures.</li> <li>• Understand procedures and legislation relating to confidentiality.</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	n/a	n/a
	Forward and strategic planning	n/a	n/a
	Budget (size and responsibilities)	n/a	n/a
	Abilities	<ul style="list-style-type: none"> <li>• Have a thorough understanding of the duties of Clerk to the Governors</li> <li>• Ability to develop and maintain effective and</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of whole school procedures, organisation and structure.</li> </ul>

		<p>supportive relationships with colleagues</p> <ul style="list-style-type: none"> <li>● Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines.</li> <li>● Ability to check information is accurate.</li> <li>● Ability to convene remote meetings via MS Teams as necessary</li> <li>● Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences.</li> <li>● Good listening, oral and literacy skills;</li> <li>● Have good record keeping and information retrieval skills.</li> <li>● Effective written and verbal communication skills- ability to compose letters with fluency.</li> <li>● Ability to work on own initiative and be decisive.</li> <li>● Ability to approach all confidential matters with discretion, sensitivity and diplomacy.</li> <li>● The capacity to remain calm and to cope with the unexpected.</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>● Commitment to maintaining confidentiality.</li> <li>● Be able to remain impartial.</li> <li>● Committed and enthusiastic</li> <li>● Confident, positive and flexible attitude</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>● Ability to work flexible hours if Governors meetings are in the evenings</li> </ul>	

		<ul style="list-style-type: none"><li>● Be able to travel to meetings (as required)</li><li>● Be able to work effectively from home when meetings are remote.</li><li>● Be available to be contacted at mutually agreed times.</li></ul>	
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