



**Location:** The Bolsover School, Mooracre Lane, Bolsover, Chesterfield, Derbyshire

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

**Hours of work:** Variable hours when required

**Responsible to:** Chair of the 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:

Governors' meetings are held in the evenings and start at 5.30pm. There are approximately 8 meetings each year.

**Location:**

Working from home with attendance at meetings

**Estimated hours per meeting:**

Preparation and circulation of agenda and papers – 1 hour

Clerking meeting – 2 to 3 hours

Finalising minutes and circulation – 2 hours

**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
<b>Qualifications</b>	5 GCE, GCSE pass or equivalent including Maths and English	
<b>Skills</b>	<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> <p>Excellent communication skills.</p>	

<p><b>Knowledge</b></p>	<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>
<p><b>Experience</b></p>	<p>Previous clerk to the Governors</p>	