

## CLERK TO THE GOVERNING BOARD

### Job Description

**Salary** Grade 6 Scale Point 15-20, £25,878- £28,371 (pro rata)

**Hours** 4 hrs per week, 38 weeks per year

**Reporting to** Chair of Governors

**Working with** Governors, LA Officers, Headteacher, staff, parents

### JOB PURPOSE

To act as the official channel of communication to and from the governing board and to enable the governing board to function smoothly and efficiently.

### MAIN DUTIES

#### At Meetings

- To work with the Chair of Governors and Headteacher in setting the Agenda for each governing board meeting, and to send out Agendas and supporting papers in good time for each meeting to governors and the Local Authority
- To attend governing board meetings and take accurate notes from which to write the Minutes
- To agree the final version of the minutes with the Chair of Governors
- To send copies of the minutes to all governors, Headteacher and Local Authority
- To draft correspondence and ensure that decisions are implemented as agreed at the meeting.

#### Terms of Office

- To record the attendance of governors at meetings and to advise any governor in danger of disqualification through non-attendance.
- To check on the expiry dates of terms of office and to advise governors in advance.
- To inform the Chair of Governors and Local Authority of resignations and appointments, and to ensure that action is taken to fill the vacancies
- To deal with correspondence on the appointment of all governors

#### Administrative

- To set up governors' hearings, interviews and appeal committees.
- To advise the governing board on law and procedural matters contained in Education Legislation.
- To keep up-to-date with current developments and legislation affecting the governance of schools through attendance at termly Clerks' briefings arranged by the Local Authority.

### QUALIFICATIONS AND EXPERIENCE

- Clerical skills
- The ability to communicate effectively in both speech and writing
- Knowledge of the governing board, Local Authority processes and procedures
- Tact, discretion and the ability to work under pressure

### SPECIAL CONDITIONS

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