

GLF Schools Job Description

Job Title	Clerk	Job Reference	
Location	Various	Travel required	Yes
Core purpose			
<ul style="list-style-type: none"> ● To contribute towards the efficient and effective functioning of the School Standards Boards (SSB) by acting as the Clerk to the SSB ● To be responsible for advising SSB on constitutional matters, duties and powers, and to work within the broad current legislative framework ● To maintain professional working relationships with the Chair, the board and school leaders 			
Key Accountabilities			
Meetings and hearings			
<ul style="list-style-type: none"> ● Work with the Chair and Head to prepare effectively for SSB meetings ● Collate, produce and distribute the meeting agenda and papers in advance ● Ensure meetings are quorate, follow up non-attendance ● Clerk meeting, logging attendees and taking effective minutes ● Circulate draft and approved minutes to all attendees, including action lists ● Support the SSB in their duty to consider Exclusions including: <ul style="list-style-type: none"> ○ organising the hearing ○ taking the minutes ○ preparing the correspondence to confirm the outcome ● Support other clerks in GLF Schools, providing cover and support where necessary 			
Administrative			
<ul style="list-style-type: none"> ● Maintain register of SSB members and their terms of office ● Maintain register of attendance and advise on meeting non-attendance ● Maintain register of pecuniary interests and support annual update ● Inform the SSB and GLF of any changes to School Standards Board membership ● Advise on expiry of terms of office so vacancies can be filled in a timely manner ● Support elections for parent representative members of SSBs ● Support recruitment for community representative members of SSBs ● Support induction of new SSB members ● Manage access to, and records in, governance training provision ● Maintain governance portal contents, including agreed minutes ● Ensure archived materials are stored in line statutory requirements ● Assist with the preparation of statutory information and its distribution ● Ensure publication of governance information on school websites 			
Advice and Information			
<ul style="list-style-type: none"> ● Advise the SSB on legal duties and governing practice ● Advise the SSB on constitutional requirements ● Advise the SSB on board procedures ● Advise the SSB on statutory guidance and policies ● Advise the SSB on annual tasks and decisions ● Liaise with the Trust to access appropriate legal advice, support and guidance ● Ensure that new SSB members are given timely access to training and guidance ● Advise the SSB on appropriate CPD 			
Professional/ Development			

- Attend termly GLF clerks' forums
- Participate in CPD opportunities
- Keep up to date with current educational developments and legislation affecting school governance

Accountability

The Clerk will be line managed by the Governance Manager (Governance Manager)

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.