

## GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Clerk to the Governors / Governance Professional	<b>Post No:</b> GEN13	<b>Grade:</b> HC4
<b>Organisational information:</b>  <b>Responsible to:</b>  The Governing Board  <b>Professionally responsible to:</b> <i>(where appropriate)</i>  <b>Dimensions:</b> <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i>  N/A  <b>Responsible for:</b>  N/A  <b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>  <i>Internal:</i>  <i>External:</i>		
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"> <li>• Provide advice to the governing board on governance, constitutional and procedural matters. The School Governance (Roles Procedures and Allowances) (England) Regulations 2013 require governing bodies to have regard to advice from the clerk in regards to exercising the governing board functions.</li> <li>• Provide effective administrative support to the governing board and its committees.</li> <li>• Ensure the governing board is properly constituted</li> <li>• Manage information effectively in accordance with legal requirements.</li> </ul>		

## **Main Responsibilities / Accountabilities and Job Activities**

*The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*

The clerk to the governing board will:

### **1. Provide advice to the governing board**

- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board;
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Offer advice on best practice in governance, including on committee structures and self-evaluation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- Advises on the annual calendar of governing board meetings and tasks;
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice; and
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

### **2. Effective administration of meetings**

- With the chair and headteacher prepare a focused agenda for the governing board meeting and committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate;
- Record the attendance of governors at meetings (and any apologies and whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
- Draft minutes of governing board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair (and if agreed by the governing board, the headteacher)

- Circulate the chair-reviewed draft to all governors (members of the committee), and the headteacher (if not a governor) within the timescale agreed with the governing board; and
- Follow-up any agreed action points with those responsible and inform the chair of progress.

### **3. Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of governing board (and associate) member's pecuniary interests and business interests and ensure these records are reviewed regularly and lodged within the school for publication as specified within legislation or other regulations
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the governing board; and
- Maintain governor meeting attendance records to be lodged within the school for publication as specified within legislation or other regulations, and to advise the chair of any member's potential disqualification through lack of attendance.
- Advise the governing board on succession planning (of all roles, not just the chair.)

### **4. Manage Information**

- Maintain up to date records of the names, addresses and category of governing board members and associates and their term of office, inform the governing board of any changes to its membership and ensure such changes and all relevant details of members and associates are lodged within the school for publication as specified within legislation or other regulations.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing board correspondence; and
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed by the governing board and specified within legislation or other regulations.

## **5. Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.

## **Additional Services**

The clerk may be asked to undertake the following additional duties:

- clerk any statutory appeal committees/panels the governing board is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing board will have to make an alternative arrangement;
- assist with the elections of parent and staff governors;
- participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- maintain a file of relevant guidance documents from Department for Education (DfE), Education & Skills Funding Agency (ESFA), the school's governor support providers, local authority and church authorities, each where appropriate;
- maintain archive materials;
- prepare briefing papers for the governing board, as necessary;
- conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- perform such other tasks as may be determined by the governing board from time to time.
- May be required to undertake safeguarding training at appropriate level to the role.

*This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

## **DATA QUALITY**

### **Council staff**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

## **Other information:**

- Disclosure type: enhanced.

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name COG:	Line Manager Signature COG:
	Date:

Date Job Description last reviewed:

January 2022
--------------

## GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Clerk to the Governors / Governance Professional			<b>Post No:</b> GEN13			<b>Grade:</b> HC4		
All candidates will be considered on their ability to meet the requirements of the person specification			<b>Essential criteria</b>			<b>Method of Assessment*</b>		
<b>Experience</b>			<ul style="list-style-type: none"> <li>evidence of relevant personal and professional development;</li> <li>evidence of working in an environment where experiences included taking initiative and self-motivation;</li> <li>working as a member of a team.</li> </ul>			Application Form, Interview		
<b>Skills and Abilities</b> <i>Including personal attributes</i>			<ul style="list-style-type: none"> <li>good listening, oral and literacy skills;</li> <li>writing agendas and accurate concise minutes;</li> <li>ICT including keyboarding skills;</li> <li>organising their time and working to deadlines;</li> <li>organising meetings;</li> <li>record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners;</li> <li>using the internet to access relevant information;</li> <li>developing and maintaining contacts with outside agencies e.g., the school's governance support provider, departments of the LA, any relevant Church authorities and the DfE;</li> <li>knowledge of governing board procedures;</li> </ul>			Application Form, Interview		

	<ul style="list-style-type: none"> <li>• knowledge of educational legislation, guidance and legal requirements;</li> <li>• knowledge of the respective roles and responsibilities of the governing board, the headteacher, the DfE, the LA and any relevant Church authorities;</li> <li>• knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• knowledge of Data Protection legislation.</li> <li>• be a person of integrity;</li> <li>• be able to maintain confidentiality;</li> <li>• be able to remain impartial;</li> <li>• have a flexible approach to working hours;</li> <li>• sympathetic to the needs of others;</li> <li>• have an openness to learning and change;</li> <li>• have a positive attitude to personal development and training;</li> <li>• have good interpersonal skills.</li> </ul>	
<b>Qualifications and Training</b> <i>including professional qualifications</i>	<ul style="list-style-type: none"> <li>• be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• have already attended or make a commitment to attend nationally recognised training for Clerks/Governance Professionals or equivalent.</li> </ul>	Application Form, Interview
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> <li>• be able to work at times convenient to the governing board, including evening meetings;</li> <li>• be able to travel to meetings;</li> <li>• be available to be contacted at mutually agreed times.</li> </ul>	Interview
Line Manager (CoG) Signature:  Date:		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

January 2022