

Burghfield Common Federation

The Burghfield Common Federation



Burghfield Common, Reading
Berkshire, RG7 3LP
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Job Description – Clerk to Governors

Job Title/Post: Clerk to Governors for the Burghfield Common Federation

Salary: E7 – E12

Contract Type: Permanent

Responsible to: Chair of Governors

Hours: Approximately 25 hours per month to include some evening and morning meetings

The Job Role

Working effectively with the Chair of Governors, and with the Executive Head Teacher and other Governors, the Clerk to the Governors will be responsible for advising the Governing Body 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.

Key Roles and Responsibilities

To support the Governing Body and provide effective administration of meetings the Clerk to the Governors will:

- Attend meetings in person (or remotely in exceptional circumstances)
- Work effectively with the Chair of Governors and the Executive Head Teacher before Governing Body meetings to prepare a purposeful agenda taking account of issues and focusing on school improvement
- Encourage the Executive Head Teacher and others to produce agenda papers on time
- Produce, collate and distribute the agenda and papers to ensure Governors receive them within the agreed timescale
- Record the attendance of Governors at meetings and take action regarding absences
- Advise the Governing Body on governance legislation and procedural matters where necessary
- Prepare minutes of Governing Body meetings, indicating agreed action points and who is responsible for those
- Record all decisions accurately and objectively with timescales for action
- Submit all draft documents to the Chair and Executive Head Teacher for amendment/approval
- Issue the approved draft to all Governors within the agreed timescale
- Advise Governors and co-opted Committee Members of the dates of meetings for the year
- Keep a record of minutes produced
- Liaise with the Chair prior to each meeting to receive an update on progress of agreed actions
- Clerk Governing Body Committees, currently Finance and General Purposes, Education, Outreach, Investment, and Expansion: liaise with Committee Chairs on agendas, circulate papers and take minutes of each meeting

Membership

To support the Governing Body and provide effective administration of membership the Clerk to the Governors will:

- Maintain a database of names, addresses and category of Governing Body members, and their term of office
- Initiate and develop a welcome pack/letter to be sent to newly appointed Governors, including details of terms of office
- Maintain copies of current terms of reference, Committee membership and the nominated responsibility/link role of each Governor
- Advise Governors and appointing bodies of expiry of the term of office before term expires so elections can be organised in a timely manner
- Ensure a register of Governing Body pecuniary interests is maintained and reviewed annually
- Inform the Governing Body of any changes to its membership
- Inform Companies House of new Governors and Governors leaving
- Maintain Governor meeting attendance records
- Check that Criminal Records Bureau disclosure has been successfully carried out on any Governor when it is appropriate to do so

Advice and information

To support the Governing Body and provide effective advice and information the Clerk to the Governors will:

- Advise the Governing Body on procedural issues
- Have access to appropriate legal advice, support and guidance
- Take action on the Governing Body's agreed policy to support new Governors
- Ensure that statutory policies are in place, and that a file of policies is maintained and kept in the school along with other school documents approved by the Governing Body
- Maintain records of Governing Body correspondence.

Other Duties

In addition to the responsibilities above the Clerk may be asked to perform as part of their duties any of the following:

- Assist with Governor elections
- Advise and support Governors taking on new roles
- Participate in and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain archive materials
- Prepare briefing papers for the Governing Body, as necessary;
- Maintain Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.

Professional Development

To ensure the provision and maintenance of effective support to the Governing Body the Clerk to the Governors will:

- Successfully complete the National Training Programme for Clerks to Governing Bodies, or its equivalent
- Attend termly briefings and participate in professional development opportunities
- Keep up to date with current educational developments and legislation affecting school governance

Employee Specification – Clerk to Governors

You must demonstrate on your application form that you meet the following essential criteria:

Education and Experience	<p>E1</p> <p>E2</p> <p>E3</p> <p>E4</p>	<p><i>Qualifications</i></p> <p>A good basic standard of education</p> <p>National Training Award for Clerks or show willingness to complete the training</p> <p><i>Experience</i></p> <p>Excellent IT skills to include keyboarding skills, Office 365</p> <p>Working in an environment where experience included taking initiative and self-motivation</p>
Disposition	<p>E5</p> <p>E6</p> <p>E7</p> <p>E8</p> <p>E9</p>	<p><i>Personal Qualities</i></p> <p>Be able to maintain confidentiality</p> <p>Commitment to the vision, aims and values of the federation.</p> <p>Energy and enthusiasm</p> <p>Excellent interpersonal skills with colleagues, pupils, parents and professionals</p> <p><i>Commitment to Excellence</i></p> <p>Evidence of a commitment to excellence and the maximising of academic and personal achievement for all children.</p>
Skills, Knowledge and Abilities	<p>E10</p> <p>E11</p> <p>E12</p> <p>E13</p> <p>E14</p> <p>E15</p> <p>E16</p> <p>E17</p>	<p><i>Skills, knowledge and aptitude</i></p> <p>Good listening, oral and literacy skills</p> <p>Writing agendas and accurate concise minutes</p> <p>Organising their time and working to deadlines</p> <p>Organising meetings</p> <p>Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners</p> <p>Knowledge of Governing Body procedures*</p> <p>Knowledge of the respective roles and responsibilities of the Governing Body, the Executive Headteacher and Heads of School</p> <p>*Training will be given where needed</p> <p>Be able to work at times convenient to the Governing Body, including evening meetings</p> <p>Be available to be contacted at mutually agreed times</p>