



## JOB DESCRIPTION

### CLERK TO THE GOVERNORS – L4, Scale 5

**REPORTS TO:** The Chair of Governors

#### **Role of the Clerk to the Governors**

To provide support to the governing board in the performance of its statutory duties.

#### **SCOPE OF JOB**

- To work within the School Governance Regulations regarding the function, responsibilities and authority of school governing boards. This includes strict time scales relating to the convening of meetings and distribution of minutes etc.
- To advise the Chair of Governors and the governing board on constitutional matters and procedures, within guidelines supplied by the Governors' Support section of the Local Education Authority.
- To liaise with the Head Teacher and the governing board, passing on information and clarifying issues associated with the operation of the governing board.
- Will have access to extremely sensitive and highly confidential information which must be dealt with discretely.

#### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Knowledge of School Governance Regulations.
- Experienced in minute taking.
- Excellent word processing skills.
- Ability to communicate clearly with school governors, Head Teacher and occasionally parents and pupils.
- Experienced in administration.

#### **JOB ACCOUNTABILITIES**

- By agreement with the Chair of Governors, convene all meetings of the governing board, ensuring that meetings are in accordance with the requirements set out in the School Governance Regulations.
- Undertake all administration associated with meetings and in particular ensuring that agendas and minutes are distributed in accordance with the established time scales.
- Minute all meetings ensuring they accurately reflect the decisions taken.
- Assist the Chair of Governors and Head Teacher with the maintenance and monitoring of action plans arising from the meetings and ensure that any actions identified are taken in accordance with the wishes of the governing board.
- Be familiar with legislation governing the responsibilities and conduct of governing boards and provide advice on constitutional matters, procedures and recommended good practice. This will include advice to Committee Chairs, Chair of Governors, Head Teacher on the formulation and review of terms of reference and ensuring that their function is within the agreed delegated levels of authority.
- Keep up to date with developments and legislation affecting all areas of governance and be able to supply advice that is consistent, reliable and authoritative on a range of routine and complex issues.
- Undertake research on behalf of the governing board and supply information accordingly.
- Act as a link between the governing board and the Local Education Authority, obtaining advice as required.
- Advise on the content of the Governors' Annual Report.
- In consultation with Chair, take action to ensure vacancies are filled in line with Regulations.
- Type all correspondence, agendas, minutes, reports etc for the Chair of Governors and governing board in accordance with agreed standard.
- Organise and maintain all records associated with the governing board in order to ensure that information is easily accessible, accurate and up to date.