

# **CHENDERIT SCHOOL**

## **JOB DESCRIPTION**

**POST TITLE:** Joint Clerk to the Governors

**RESPONSIBLE TO:** Governing Body

### **PURPOSE OF THE JOB:**

To provide advice, guidance and administrative support to the governing body on governance, constitutional and procedural matters, contributing towards the efficient and effective functioning of the governing body and its committees. This role is accountable to the Governing Body and the postholder will work mainly with the Chair of Governors and with the Headteacher or other governors delegated for a task.

### **MAIN OBJECTIVES**

1. To take minutes at full governing body and committee meetings, showing who is responsible for agreed actions and ensuring any confidential items are minuted separately.
2. To prepare draft minutes for approval by the meeting chairs and to circulate minutes to board members within agreed timescales.
3. To produce draft agendas for meetings with the Chair of Governors and Headteacher and distribute the agenda with any relevant reports and papers.
4. To provide advice on school governance legislation and procedural issues, such as the election of Chair, to ensure the board is compliant, effective and constituted correctly.
5. To keep a record of attendance at meetings and maintain a register of business and other interests to ensure conflicts of interest are declared and managed.

### **VARIATION CLAUSE**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes within the grade and level of responsibility entailed, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**FLEXIBILITY CLAUSE**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the School or in a comparable post in any of the School's other sections or departments.

Signed ..... Dated .....  
(Postholder)

Signed ..... Dated .....  
(Line Manager)