

**Job Description**

Post: **Clerk to the Governing Body, Campion School and Language College**

Grade: Scale F Points 16 to 18 £8.90 to £9.27per hour

Line Manager: **Chair of Governors**

**Purpose of Job:** To act as Clerk to the Governing Body and provide a full administrative service which enables Governing Body proceedings to be conducted effectively. The post holder will observe confidentiality requirements.

**Main Duties and Responsibilities**

* In consultation with the Chair and Head Teacher, planning the forward programme and agendas for meetings of the Board of Governors.
* Organising meetings and preparing and despatching agenda and meeting.
* Attending all meetings of the Board of Governors and its committees, giving advice on procedure at such meetings and preparing accurate and objective draft minutes of the proceedings with timescales for actions.
* Giving administrative support to the Chair of Governors, to Chair of Committees and to individual governors as required.
* Ensuring compliance with the law as regards public access to governors’ papers.
* Making arrangements for safe keeping of the official record of the Board of Governors’ business and maintaining a record of outstanding business.
* Maintaining a record of the membership of the Board of Governors, notifying it of any vacancies and making arrangements for staff and parent elections if required.
* Maintaining a code of conduct for the Board of Governors and a register of the financial interests and personal interests of governors; and advising governors on declaration of interests.
* Taking appropriate action if and when the Members of the Board of Governors, its Chair or one of its committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
* Disciplinary Hearings etc. – in conjunction with the school and nominated Chair of the hearing, set up governors’ disciplinary hearings, interviews and appeal committees as and when required, including organising the panel.

**Professional Development**

* Undertake training as required.
* Attend briefings and participate in professional development opportunities.
* Keep up to date with current educational developments and legislation affecting school governance and academies.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification – Clerk to the Governors**

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| **Essential** | **Desirable** |
| Excellent communication skills both written and oral; Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners.  Ability to organise meetings, prepare agendas and take accurate concise minutes;  Ability to manage own time effectively, priorities workloads and meet deadlines;  Ability to work in a confidential manner;  ICT literacy  Using the internet to access relevant information and e-mailing | Knowledge of governing body procedures;  Knowledge of Equal Opportunities and Human Rights legislation;  Knowledge of Data Protection legislation.  Knowledge of educational legislation, guidance and legal requirements;  Knowledge of the respective roles an responsibilities of the Governing Body, the Headteacher; |
| Ability to demonstrate a willingness to attend appropriate training and development | Already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent. |
|  | Evidence of relevant personal and professional development;  Evidence of working in an environment where experiences included taking initiative and self-motivation;  Experience of working in a school or educational environment  Evidence of working as a member of a team. |
| Person of integrity;  Ability to maintain confidentiality;  Ability to remain impartial;  Have a flexible approach to working hours;  Have good interpersonal skills. |  |
| Ability to work at times convenient to the governing body, including evenings;  Ability to travel to the meetings;  Available to be contacted at mutually agreed times.  Willingness to undergo an enhanced DBS check |  |