

Clerk to SSB (School Strategy Board)

Aureus Primary School - Job Description

Job Title	Clerk to School Strategy Board	Job Reference	AUPCSSB2018
Location	Aureus Primary School, Didcot	Travel required	Occasional
Salary Grade	S7	Date Posted	May 2018
Core purpose			
<ul style="list-style-type: none"> To be responsible for advising School Strategy Board (SSB) on constitutional matters, duties and powers and will work within the broad current legislative framework. To secure the continuity of governing body business and observe confidentiality requirements. 			
Key Accountabilities			
<ul style="list-style-type: none"> The Clerk will be accountable to the SSB, working effectively with the Chair of SSB, SSB Members and the Executive Headteacher of Aureus Primary School. 			
Clerking			
<ul style="list-style-type: none"> Work effectively with the Chair and Headteacher before the SSB meeting to prepare an agenda taking account of the requirements of government, Local Authorities and GLF Schools as appropriate. Ensure meetings are quorate Organise Chair, Headteacher and others to produce agenda papers on time; Produce, collate, and distribute the agenda and papers to ensure SSB receive them 7-10 days before the meeting; Record meeting attendance and take action re absences; Advise the SSB on governance legislation and procedural matters including the Scheme of Delegated Authority Prepare concise minutes of SSB meetings, summarising discussions, noting challenges and indicating who is responsible for any agreed action; Record decisions accurately, non emotively and objectively with timescales for actions; Submit drafts to the Chairs and headteachers for amendment/ approval; Issue the approved draft to all SSB members within the agreed timescale; Advise absent SSB members of the time, date and venue of next meeting; Keep a record of minutes produced; Follow-up any agreed action points with those responsible and inform the chair of progress. Ensure all documentation is filed in shared folders, kept up to date and access is assigned as appropriate Chair the meeting while a Chair is elected if appropriate. Assist with parent SSB member elections. Support other clerks within the GLF family of schools, providing cover if required to support where possible To mentor and coach new Clerks joining GLF Schools To assist with the induction of new SSB members 			
Administrative			
<ul style="list-style-type: none"> Maintain a database of names, addresses and category of SSB members and their terms of 			

office;

- Initiate a welcome pack/letter being sent to newly appointed SSB members including details of terms of office;
- Maintain copies of current terms of reference and membership of committee and working parties and nominated SSB members;
- Advise SSB members and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- Inform the SSB and GLF Schools of any changes to its membership;
- Maintain SSB meeting attendance records and notify Chair of absences;
- Advise that a register of SSB members pecuniary interests is maintained, reviewed annually and lodged within the school;
- Check that DBS checks has been successfully carried out on any SSB member when it is appropriate to do so.
- Ensure all SSB Members read the KCSIE on annual basis.
- Coordinate safeguarding training for all SSB members on annual basis.
- Liaise with school to ensure that all statutory policies are in place.
- Ensure archived materials are stored in line statutory requirements.
- Assist with the preparation of statutory information and its distribution;
- Prepare briefing papers for the SSB, as necessary and ensure distribution.

Professional/ Development

- Attend termly briefings at GLF Schools Clerks Forum and participate in professional development opportunities;
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in and contribute to the training of SSB members in areas appropriate to the clerking role.

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.

Wellbeing

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

Diversity

We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Flexibility

We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.