



## The Holy Trinity Church of England Secondary School

### Clerk to Governors Job Description

Salary: West Sussex Grade + Crawley Fringe Allowance

Hours: 454 per annum

Position Level Clerk to Governors

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	<ul style="list-style-type: none"><li>• Business Manager for operational requirements</li><li>• Chair of Governors for strategic requirements</li></ul>
Responsible for:	<ul style="list-style-type: none"><li>• Providing advice to the governing body on governance, constitution and procedural matters, ensuring the board meets its statutory requirements. The regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions</li><li>• Providing effective administration support to the governing body and its committees and individual governors to facilitate effective and efficient meetings and strategic governance</li><li>• Ensuring that a strong evidence base is available for Ofsted through accurate record of governing body challenge, actions and decisions via concise and accurate minutes</li></ul>
General:	To share in the corporate responsibility for the wellbeing and discipline of the students attending the school.

<p>Duties:</p>	<p><b>1. Advice</b></p> <ul style="list-style-type: none"> <li>• Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings</li> <li>• Act as the first point of contact for governors with queries on procedural matters. This will include researching and signposting to answers and seeking answers from third party organisations (WSCC Governor Services and NGA)</li> <li>• Inform the governing body of any changes in its responsibilities as a result of changes in legislation</li> <li>• Offer advice on best practice in governance and have sound knowledge of the three main roles of the governing board, the governance handbook, governor regulations and the role of governance in school improvement</li> <li>• Ensure the statutory policies are in place and statutory tasks are fulfilled</li> <li>• Produce an annual calendar of governing body meetings</li> <li>• Produce an annual governing body work programme, ensuring statutory requirements are met and minimising duplication between committees</li> <li>• Advise the on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process to include attending the hearing to provide advice and minute the meeting</li> </ul> <p><b>2. Administration of meetings</b></p> <ul style="list-style-type: none"> <li>• In conjunction with the chair and headteacher prepare an agenda for the governing body meetings and committees which reflects DfE and Diocesan requirements and is focused on the Whole School Improvement Plan</li> <li>• Liaise with members of staff to ensure papers are on time to allow distribution of the agenda and papers as required by statutory legislation</li> <li>• Ensure meetings are quorate and record declarations of interest</li> <li>• Record the attendance of governors at meetings and take appropriate action in relation to absences</li> </ul>
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	<ul style="list-style-type: none"> <li>• Draft minutes of governing body meetings reflecting the challenge by the governing body and the agreed actions and timescales. Circulate drafts to the chair and headteacher for approval</li> <li>• Circulate the reviewed draft to all governors and relevant bodies according to the timescales agreed by the governing body</li> <li>• Ensure minute books of all papers are kept within the school for FGB and committee meetings and also governor visits</li> <li>• Liaise with the chair and school staff prior to the next meeting to receive an update on the progress of the actions agreed</li> <li>• On an annual basis provide a copy of the Part 1 minutes to the LA if required</li> <li>• Facilitate the arrangements for additional emergency meetings including exclusions, staff discipline and complaints meetings</li> </ul> <p><b>3. Membership</b></p> <ul style="list-style-type: none"> <li>• Maintain an accurate record of the membership of the governing body</li> <li>• Advise governors and appointing bodies in advance of the expiry of a governor's term of office so elections or appointment can be made in a timely manner</li> <li>• Distribute and ensure new governors complete the initial appointment paperwork. This includes signing the Qualification and disqualifications of governance document, completing and pecuniary and business interests' forms and providing information for the Governor Information About Schools database</li> <li>• Facilitate the completion of Disclosure and Baring check on appointment</li> <li>• Inform the Governing Body, LA, Diocese and NGA of changes in governing body membership</li> <li>• Update the DfE Governor Information about Schools database</li> <li>• Publish at least annually or when there are changes in the governing body the constitution of the governing body on the schools website.</li> <li>• Chair the part of the meeting at which the chair is elected giving procedural advice concerning conduct of this and other elections</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintain a register of governor pecuniary interests and ensure the record of governors business interests is reviewed regularly and lodged within school.</li> <li>• Maintain governor meeting attendance and collate on an annual basis and advise the chair of potential disqualification through lack of attendance</li> <li>• Advise the governing body on succession planning of all roles</li> <li>• Assist with the election of parent and staff governors</li> </ul> <p><b>4. Manage Information</b></p> <ul style="list-style-type: none"> <li>• Maintain up to date records of names, addresses (if disclosed), email addresses and category of governing body members and their terms of office. Then inform the governing body, LA and Diocese of changes to its' membership.</li> <li>• Ensure terms of reference for the FGB and committees are updated and agreed on at least an annual basis</li> <li>• Distribute governing body correspondence in accordance with the governing body's requirements</li> <li>• Facilitate the availability of statutory policies and other documents agreed by the governing body in school</li> </ul> <p><b>5. Governor Induction and Support</b></p> <ul style="list-style-type: none"> <li>• Coordinate the induction process for new governors including provision of all paperwork identified by the governing body</li> <li>• Provide support and advice to all governors and in particular the Chair of Governors</li> <li>• Provide advice and support to governors taking on new roles such as Chair of Governors or Chair of committees</li> <li>• Ensure that governors are notified of training opportunities</li> <li>• Ensure a regular skills audit is carried out.</li> <li>• Participate in and contribute to the training of governors as appropriate</li> <li>• Ensure that governors have read and agreed to all statutory requirements and requirements of the governing body including KCSIE and code of conduct</li> </ul> <p><b>6. Personal Development</b></p>
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	<ul style="list-style-type: none"> <li>• Undertake appropriate and regular training and development to maintain the clerk's knowledge and improve practice</li> <li>• Keep up to date with current educational developments and legislation affecting school governance</li> <li>• Attend termly Clerk to Governor briefings</li> </ul>
Generic Duties	<ul style="list-style-type: none"> <li>• To deputise in the absence of other staff as required</li> </ul>
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Willing and able to obtains satisfactory Enhanced DBS clearance for schools	?	
Evidence of Right to work in the UK	?	
Able to obtain satisfactory, validated employment references.	?	
Understanding of safeguarding requirements and how to promote the welfare of children.		?
Good keyboard skills	?	
Good knowledge of Word and Excel and other MS office programs together with an aptitude for new IT applications	?	
Previous experience of working with MIS and databases	?	
Fast learner, picks up most things first time	?	
Good communication skills – both oral and written. ( <i>Application and covering letter will be used to make and initial assessment</i> )		
Able to form good working relationships with adults and children Personable, but prepared to stand ground when required	?	
Efficient, organised, works accurately and pays attention to detail	?	
Confident and courteous telephone manner	?	
Efficient, organised and precise	?	
Ability to keep calm and focussed in pressurised situations	?	
Diplomatic, discerning and able to deal with confidential information	?	
Good relationship with children and adults	?	
Enthusiastic	?	
Uses own initiative within boundaries – problem-solver with a “can do” approach	?	
Strong ‘customer service’ ethic	?	
Team player	?	
Flexible	?	
Representative of the school’s ethos and core values	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English ( <i>certificates will be required</i> )	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics ( <i>certificates will be required</i> )	?	
Previous education experience from an adult perspective		?

*The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.*