



## Clerk to the Governing Body Application Pack

### Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: [office@furzeplatt.com](mailto:office@furzeplatt.com) | Website:  
[www.furzeplatt.com](http://www.furzeplatt.com)

Tel: 01628 625308 | Fax: 01628 782257



*Learning Together*

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## Clerk to the Governing Body

**£12 - £15 per hour, depending on experience**

**Approximately 20 hours per month, must be available for evening meetings (approximately 40 hours over an academic year)**

Would you like to join the support team of an extremely popular and expanding secondary school? We have the following opportunity starting ASAP:

We are looking for someone with proficient administrative and organisational skills who would like to learn more about how a Governing Body operates within a secondary school. As well as attending and taking minutes at Governing Body and committee meetings you will attend Clerk briefings, and support the appointment and induction of new governors. The successful applicant will need to understand the importance of sensitivity and confidentiality. This is a role which provides the flexibility to work from home when not required to attend meetings.

For further information about this exciting opportunity and in order to complete an application form please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to [Kiran.smith@furzeplatt.net](mailto:Kiran.smith@furzeplatt.net).

Only applications submitted on the school application form will be considered.

**Closing date: 9am, Monday 10 December 2018 • Interviews: w/c 10 December.**

*Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Posts are subject to an enhanced disclosure via the Disclosure and Barring Service.*

# Clerk to the Governing Body

## Job Description: Clerk to the Governing Body

<b>Line Manager:</b>	Chair Of Governors
<b>Main Purpose of Role:</b>	To provide administrative support to the Governing Body in carrying out the performance of its statutory duties.

### Main Responsibilities:

1. Convene and attend all meetings of the Governing Body including committee meetings (schedule attached), including preparation and circulation of the agenda, in consultation with the Chair and Head.
2. Attend and minute all meetings, including committee meetings.
3. Give advice at meetings if required in accordance with statutory legislation.
4. Assist with the monitoring of actions and action plans resulting from meetings and provide an update prior to each meeting.
5. Maintain records of governing body membership and attendance of meetings.
6. Attend three Clerk Briefings held by the Local Authority per annum and circulate relevant documentation to governing body members after each briefing.
7. Maintain a register of governors' pecuniary interests.
8. Liaise with the Headteacher's Personal Assistant on a regular basis in relation to governor vacancies, appointment of new governors and changes to committee membership, personal details etc.
9. Chair the meeting prior to the election of a new Chair and Vice Chair.
10. Support the appointment and induction of new governors, including ensuring that all necessary appointment papers are completed, signed and forwarded to the Head's PA.
11. Attend and minute pupil exclusion meetings and staff disciplinary meetings. Type and ensure a punctual delivery of any resulting correspondence to the necessary parties.
12. To co-ordinate governor training and maintain training records on a regular basis.

### OTHER

1.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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# Clerk to the Governing Body

## Person Specification: Clerk to the Governing Body

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs inc English &amp; Maths at Grade C or above (or equivalent).</li> <li>Advanced Microsoft Office skills, particularly Word, Excel and Power Point.</li> <li>Clerking qualification.</li> <li>Eligible to work in the UK.</li> </ol>	✓ ✓  ✓	  ✓	Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Clerking for other schools.</li> <li>Working in an administrative environment either within or outside of education.</li> <li>Experience of working in a pressurised environment.</li> </ol>	 ✓	✓  ✓	Application form and interview
<ol style="list-style-type: none"> <li>Knowledge of School Governor Regulations plus additional knowledge and understanding of the role and responsibilities of school Governors.</li> <li>Excellent administrative and organisational skills including accuracy in relation to record keeping and recording of Minutes.</li> <li>Excellent communication skills and ability to communicate effectively with members of the school's senior leadership team.</li> <li>Punctuality and reliability.</li> <li>Good ICT skills, including working knowledge of word, excel and in-house (FPSS) systems.</li> <li>Understanding of the sensitivity and confidentiality of all matters surrounding Governing Body business and in particular in relation to discussions during Governing Body meetings.</li> <li>Able to work from home.</li> </ol>	 ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓	Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References