

Job Description

Job Title: Minute Taker

Department: Bursary

Reporting to: Chairman of Governors, Committee Chairmen, Headmaster, Bursar

Overall Purpose of the Job

- Take minutes of Full Governing Body and Sub-Committee meetings up to 10 times per term

Main Duties

- Read the agenda prior to the meeting and discuss any queries with the Chairman or Bursar.
- Use the meeting agenda to structure the format of the minutes.
- Record attendance and apologies.
- Note the key elements of the discussion and decisions.
- Record motions and votes accurately.
- Prepare draft minutes in an agreed electronic form and pass to the Bursar/Clerk to the Governors within 3 days of the meeting.

Essential Requirements

- Excellent written skills.
- Attention to detail.
- Ability to follow and record complex arguments.
- Absolute discretion in relation to all matters raised during meetings.
- Competant IT skills.

Desirable requirements

- Minute taking experience particularly in an educational environment.
- Involvement with school governance.

Safeguarding

Beechwood Park School is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced *DBS* clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and to promote the welfare of children.

The School reserves the right to review and change this job description as the needs of the School change.