

### GLF Schools Job Description

<b>Job Title</b>	Clerk	<b>Job Reference</b>	
<b>Location</b>	Lime Tree Primary School, Redhill	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To be responsible for advising School Strategy Boards on constitutional matters, duties and powers, and to work within the broad current legislative framework.</li> <li>To act as Clerk to the School Strategy Board</li> <li>To be familiar with the Trust's Scheme of Delegated Authority</li> <li>To secure the continuity of committee business and observe confidentiality requirements.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>Work effectively with the Chair, Headteacher and Education Partner in preparation for the School Strategy Board meetings, agreeing agenda, organising date and location, taking account of the requirements of government, Local Authorities and the GLF as appropriate.</li> <li>Ensure meetings are quorate</li> <li>Collate, produce and distribute the agenda and papers to ensure members receive all relevant documentation 7-10 days prior to the meeting.</li> <li>Chair/ clerk meetings, logging attendees and taking minutes.</li> <li>Advise the School Strategy Board on governance legislation and procedural matters</li> <li>Record decisions accurately and objectively with timescales for actions;</li> <li>Submit drafts to the Chairs and Headteachers for amendment/ approval;</li> <li>Issue the approved draft to all members within the agreed timescale;</li> <li>Following the approval of the minutes, at the next meeting forward a copy to GLF.</li> <li>Support other clerks within the GLF family of schools, providing cover if required to support where possible.</li> <li>To mentor and coach new Clerks joining GLF Schools</li> </ul>			
<b>Administrative</b>			
<ul style="list-style-type: none"> <li>Maintain a database of names, addresses and category of School Strategy Board members and their terms of office;</li> <li>Initiate a welcome pack/letter being sent to newly appointed members including details of terms of office;</li> <li>Advise member and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;</li> <li>Inform the School Strategy Board and GLF of any changes to its membership;</li> <li>Maintain meeting attendance records and advise the committee of non-attendance of governors;</li> <li>Advise that a register of pecuniary interests is maintained, reviewed annually and lodged within the school and GLF;</li> <li>Maintain details of the School Strategy Board on Edubase;</li> <li>Check that Criminal Records Bureau disclosure has been successfully carried out on any member when it is appropriate to do so;</li> <li>Liaise with school to ensure that all statutory policies are in place and maintain policy schedule;</li> <li>Ensure archived materials are stored in line statutory requirements;</li> <li>Assist with the preparation of statutory information and its distribution;</li> <li>Prepare briefing papers for the School Strategy Board, as necessary.</li> </ul>			
<b>Advice and Information</b>			
<ul style="list-style-type: none"> <li>Advise the School Strategy Board on procedural issues;</li> </ul>			

<ul style="list-style-type: none"> <li>• Liaise with the Trust to access appropriate legal advice, support and guidance;</li> <li>• Ensure that new member have a copy of the Governors' Handbook, the Scheme of Delegated Authority and other relevant information;</li> <li>• Take action on the Trust's agreed policy to support new members;</li> <li>• Ensure statutory policies are in place, and that a file is kept in the school of policies and other school documents as required;</li> <li>• Maintain records of School Strategy Board correspondence.</li> </ul>
<b>Professional/ Development</b>
<ul style="list-style-type: none"> <li>• Successfully complete the National College Teaching and Leadership Clerk's Development Programme or equivalent;</li> <li>• Attend termly GLF clerks' forums and participate in professional development opportunities;</li> <li>• Keep up to date with current educational developments and legislation affecting school governance.</li> </ul>
<b>Accountability</b>
<ul style="list-style-type: none"> <li>• The Clerk will be accountable to the School Strategy Board.</li> </ul>
<b>Safeguarding</b>
<ul style="list-style-type: none"> <li>• GLF Schools is 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 will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>