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| <b>LINCOLNSHIRE COUNTY COUNCIL</b>                   |   |
| <b>JOB DESCRIPTION</b>                               |   |
| <b>DIRECTORATE:</b><br>Children's Services           | <b>Division/Section/Branch:</b><br>Education  |
| <b>Service/Sub-Division:</b><br>Schools              |   |
| <b>JOB TITLE:</b><br>Clerk to Governors              | <b>JEM Number</b><br>01-118   |
| <b>GRADE:</b>  |   |
| <b>REPORTS TO [Job Title]:</b><br>Chair of Governors |   |
| <b>1.</b>  | <b>PURPOSE OF JOB:</b><br>The purpose of the role is to service the Governing Body. This includes preparation and distribution of agenda/minutes, attending meetings of the Governing Body, dealing with general correspondence and maintaining records of attendance and meetings etc.   |
| <b>2.</b>  | <b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>  |
| i  | To Clerk, all statutory meetings of the Governing Body, its committees, additional meetings, including committee meetings, as required.   |
| ii   | Take notes at meetings including clerking disciplinary panels for students and staff, and produce minutes. Distribution of minutes and supporting papers of Governors' meetings and its committees, liaising with the Chair over the minuting of sensitive issues.                        |
| iii  | Liaise with Headteacher\Chair of Governors regarding preparation of agenda\supporting papers, ensure standard items appear on the agenda as appropriate, e.g. the annual appointment of the Chair and Vice Chair, annual presentation of audited reports, annual report of curricula etc. |
| iv   | Ensure that appropriate information is issued to all Governors within the time scales laid down.  |
| v  | Advise upon the conduct of the governor's meetings in accordance with the Education (School Government) Regulations.  |
| vi   | To undertake all correspondence arising from the decisions taken at both Governors' meetings. To deal with all correspondence received in consultation with the Chair of Governors and/or the Headteacher of the school as appropriate.   |
| vii  | To keep a record of such meetings and correspondence and to follow them up in readiness for a report to subsequent Governors' meetings, liaising closely with the Chair and Headteacher throughout. Keep a Governors'   |

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|           |  | attendance record at the Governors meetings  |
|           | viii   | To ensure that parental complaints are considered by the Governing Body in accordance with the approved complaints procedure |
|           | ix   | To carry out identity checks for new governors and maintain a register of interests for governors.                           |
|           | x  | To administer election process (in conjunction with the Returning Officer) for staff and parent governor.                    |
| <b>3.</b> | <b>MANAGEMENT OF PEOPLE</b>  |  |
|           | <b>SUPERVISION OF PEOPLE</b>   |  |
| <b>4.</b> | <b>CREATIVITY AND INNOVATION</b>   |  |
|           | Work generally carried out within procedure, occasional creativity in dealing with routine issues e.g. arranging meetings for officers of the County Council or other agencies to deal with issues arising from Governors meetings.  |  |
| <b>5.</b> | <b>CONTACTS AND RELATIONSHIPS</b>  |  |
|           | Regular contact with Headteacher, Chair, and Governors of the school providing assistance information or interpretation on readily understood rules. Regular contact with LEA staff and Officers of the County Council.<br>Liaise with the LEA School Services regarding election and appointment and resignation of governors.<br>In addition, some interaction with Parents and outside bodies\agencies. |  |
| <b>6.</b> | <b>DECISIONS</b>   |  |
|           | <b>a) Discretion</b>   |  |
|           | Working within clearly defined procedures with minimal opportunity for discretion, generally discretion is made within a range of set alternatives.  |  |
|           | <b>b) Consequences</b>   |  |
|           | Impact on communication, however, generally matters which could be easily identified and quickly remedied.   |  |
| <b>7.</b> | <b>RESOURCES</b>   |  |
|           | Minimal responsibility for physical resources – standard office equipment i.e. computer.<br>May include a laptop taken off the premises.   |  |
| <b>8.</b> | <b>WORK ENVIRONMENT</b>  |  |
|           | <b>a) Work Demands</b>   |  |
|           | Limited changes in working practices.  |  |

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|  | <b>b) Physical Demands</b><br><br>Normal manual dexterity required associated with typing, periods of prolonged sitting requiring concentration.   |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
|  | <b>c) Working Conditions</b><br><br>Work generally carried out in an indoor environment  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
|  | <b>d) Work Context</b><br><br>The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| 9.   | <b>KNOWLEDGE AND SKILLS</b><br><br>Experience of taking minutes<br>Keyboard skills<br>Ability to use word processing software<br>Qualifications equivalent to NVQ Level 2 (in an appropriate discipline) and / or other relevant experience<br>Knowledge of School Government Regulations  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| 10   | <b>GENERAL</b>   |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| <b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.   |  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| <b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. |  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| <b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.   |  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| <b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.  |  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| <b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>   |  |            |             |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
|  | <table border="1"> <tr> <td></td><td>Name:</td><td>Signature:</td><td>Date:</td></tr> <tr> <td>Job Description written by:<br/>[Manager]</td><td></td><td></td><td>.....<br/>.</td></tr> <tr> <td>Job Description agreed by:<br/>[Postholder]</td><td>.....</td><td>.....</td><td>.....<br/>..</td></tr> <tr> <td></td><td></td><td></td><td>V5</td></tr> </table> |            | Name:       | Signature: | Date: | Job Description written by:<br>[Manager] |  |  | .....<br>. | Job Description agreed by:<br>[Postholder] | ..... | ..... | .....<br>.. |  |  |  | V5 |
|  | Name:  | Signature: | Date:       |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| Job Description written by:<br>[Manager]   |  |            | .....<br>.  |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
| Job Description agreed by:<br>[Postholder]   | .....  | .....      | .....<br>.. |            |       |  |  |  |            |  |       |       |             |  |  |  |    |
|  |  |            | V5          |            |       |  |  |  |            |  |       |       |             |  |  |  |    |