



HARDENHUISSH SCHOOL

"A High Performing Academy"

Job Description & Person Specification

Job title	Clerk to Governors
Hours of work	8-10 hours (to be negotiated upon appointment) Most hours to be worked around governing body and committee meetings, 5 per term
Employment status	Permanent part-time
Grade	Grade G, spinal points 12 to 14
Annual salary	£28,163 to £30,060 pro rata

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To ensure the efficient operation of governance at Hardenhuish School.

Responsible to

Chair of Governors

Responsible for

Providing advice to the governing body and trust members on governance, constitutional and procedural matters, providing effective administrative support to the governing body and its committees, ensuring the governing body is properly constituted and managing information effectively in accordance with legal requirements.

Contacts

The post holder will work closely with the Chair of Governors, Governing Body, Headteacher, Academy Trust Members, School Leadership Team, Leadership Team Support and, where appropriate, the Local Authority.

Key Tasks

Provide advice

- Advise the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- Advise the governing board on relevant legislation and procedural matters where necessary before, during and after meetings
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Advise the board on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academies Financial Handbook)
- Offer advice on best practice in governance, including on committee structures both at board and academy level
- Advise the governing board on best practice in relation to its scheme of delegation for governance
- Ensure that statutory policies are in place and that staff revise these when necessary
- Advise on the annual calendar of governing board meetings and tasks

- Send new trustees induction materials and ensure they have access to appropriate documents, including the Code of Conduct
- Ensure they can access Right Choice and the NGA
- Arrange, with the Chair, the mentoring of new governors and advise on training.
- Contribute to the induction of trustees taking on new roles, in particular chair of the board or chair of a committee
- Identify priorities, anticipate issues which may arise draw these matters to the chair's attention and propose recommendations

Administrative support for governing body meetings (including the Members)

- Advise on the annual calendar of governing body meetings and tasks
- Provide administrative and procedural support to prepare for meetings of the Academy Governing Body and its committees and for meetings of the Members
- Work with the Chair and Headteacher before Academy Governing Body (AGB) meetings to prepare a focused agenda, and with the committee chairs and relevant leadership staff to prepare agendas for committee meetings.
- Work with the Chair of the Members to prepare AGM agenda and others as they arise
- Produce, collate and post on the Governor Portal AGB, Members and Committee agendas and papers at least seven clear days before each meeting
- Attend and minute AGB, Governor Committee meetings (Resources, Community, Education and Strategy) and Member meetings
- Ensure meetings are quorate
- Record the attendance of trustees at meetings (and any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and headteacher or relevant leadership team member for approval
- Circulate the reviewed draft to all trustees/members of the committee, the headteacher and other relevant people, within the timescale agreed with the governing board
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Clerk any appeal committees/panels of the governing body if required.

Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix
- Advise the governing board on the DfE's recommendations and guidance in relation to members and trustees
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner
- Manage the election process
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about governors and members such as any pecuniary interests and, where required, ensure information is published on the website
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any governor or member where it is appropriate to do so
- Conduct annual skills and competency framework audit and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Book governors on training
- Update and maintain a central record of training courses attended by Governing Body members and other activities they have undertaken
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing board on succession planning (of all roles, not just the chair)

- Update Right Choice websites and the DfE regarding governor resignations and appointments and ensure the Companies House records are amended when necessary
- Ensure governors can access the NGA website and renewing access.

Ensure legal obligations are met

- Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance
- Ensure statutory policies are in place, revised when necessary and posted on the website
- Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook
- Advise the governing body on governance legislation and procedural matters
- Work with the governing body regarding any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance on behalf of the governing body

Manage Information

- Maintain a database of names, addresses and category of Governors and Members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and lists of link governors in all areas
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website
- Maintain guidance documents and other information on the governor portal
- Maintain archive materials – some in paper form and the majority on the governor portal

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in an annual appraisal

Other Duties

This job description is intended as a guide to the general duties required of the post. The post-holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

Person Specification

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Minimum A-level or Level 3 qualifications		•
Relevant clerking qualifications (NGA or similar)		•
Experience	Essential	Desirable
Clerk role in school or similar setting		•
Competent in the use of Microsoft Word and Excel	•	
Knowledge of Microsoft Teams, Sharepoint, Forms etc		•
Experience of initiating DBS checks		•
Experience of Companies House registration		•
Knowledge of GDPR		•
Personal Qualities	Essential	Desirable
Possess honesty and integrity	•	
Pay close attention to detail and have a high accuracy rate.	•	
Be able to work within a close-knit team	•	
Organised and efficient	•	
Ability to work under pressure, prioritise and meet deadlines	•	
Possess excellent verbal and written communication skills	•	
Employ discretion and demonstrate a clear understanding of and respect for confidentiality	•	
Ability to use own initiative	•	
Enjoy working within an education setting	•	
Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Smart appearance	•	