



### **CLERK TO GOVERNORS: JOB DESCRIPTION**

#### **Salary**

[Insert – in accordance with the school's support staff structure and/or any local agreement that is in place].

#### **Line of responsibility**

The clerk to the governors will be directly responsible to the chair of governors.

#### **Job purpose**

The clerk to the governors is responsible for:

- Providing a full range of administrative support for the chair, governing board and its sub-committees and the headteacher. This support will include dealing with confidential issues.
- Providing the governing board with advice on constitutional matters, procedures relating to school governance, and recommending good practice.
- Attending all governing board meetings, taking accurate minutes and arranging their circulation to members.
- Completing administrative routines relating to the post holder's remit.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

#### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the chair of governors, headteacher and line manager. Please note that the post holder will be required to work outside of normal school working hours for school events, meetings and emergencies.

#### **Job specification**

##### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, governors and other professionals.
- S/he shall provide efficient and accurate administrative support to the chair and the governing board including arranging mailings as required.
- S/he shall convene all meetings of the governing board, including those of sub-committees, by written notice and within required timescales.
- S/he shall liaise with the headteacher and chair/s regarding the preparation of the agenda for meetings.
- S/he shall ensure that governors sign the meeting's attendance record and notify members of absentees and their reasons for absence.



- S/he shall take accurate minutes at meetings and prepare their draft for approval by the chair, headteacher and governing board.
- S/he shall ensure approved minutes are signed as required by the chair of governors/chair of sub-committee.
- S/he shall publish and circulate minutes after approval as required and taking into consideration procedures for confidential items.
- S/he shall maintain an archive of all minutes and required documentation.
- S/he shall liaise with the chair of governors/chair of sub-committee prior to next meeting to receive an update on progress of actions agreed previously.
- S/he shall advise the governing board on new policies required and dates for review of existing policies, including bringing model/draft policies to their attention.
- S/he shall maintain records of current terms of reference and membership of committees, working parties and nominated governors.
- S/he shall maintain a database of governors' terms of office and attendance ensuring that elections, appointments and terminations of office are carried out correctly.
- S/he shall liaise with the chair of governors regarding recruitment strategies that could be used in finding new governors.
- S/he shall undertake administrative duties relating to the election of parent and staff governors following agreed procedures.
- S/he shall ensure that all safeguarding requirements are put in place for members of the governing board and new appointees.
- S/he shall administer the appointment procedure of new governors and co-ordinate their induction.
- S/he shall ensure that the governing board's reporting requirements conform to statutory requirements including those that form part of the School's Financial Value Standard.
- To deal with governors' correspondence promptly and as required.

### General

- S/he shall attend school events as required.
- S/he shall attend relevant meetings and training sessions, including those outside of normal school hours.
- S/he shall arrange and give training sessions to staff and governors to ensure that they are aware of procedures and regulations as appropriate.
- S/he shall seek, consider, and act upon professional support and advice as required.



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- S/he shall keep up to date with developments and changes in associated legislation and guidance, and communicate appropriate information to/advise colleagues and governors.

**CLERK TO GOVERNORS: PERSON SPECIFICATION**

Essential	Desirable	Evidence
<b>Qualification and experience</b>		
<ul style="list-style-type: none"> <li>Educated to at least GCSE grade C standard or equivalent in English and mathematics (certificate/s to be available at interview).</li> <li>Proven experience in a clerking role.</li> <li>Experience of organising meetings and accurate minute taking.</li> <li>Experience of managing and maintaining accurate records and filing systems.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant training in clerking/ providing support to committees.</li> <li>Experience of working with school governing boards.</li> <li>Experience of working in a school or similar establishment.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>Excellent and meticulous organisational skills.</li> <li>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.</li> <li>Good standard of numeracy and literacy skills.</li> <li>Ability to absorb and understand a wide range of information.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of safer recruitment requirements in schools.</li> <li>Knowledge of teaching and support staff pay and conditions.</li> <li>Knowledge of local authorities, (<i>companies and charities</i>) and how they operate.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Ability to manage and deal with confidential data / issues appropriately.</li> <li>• Ability to provide and seek relevant advice.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act.</li> </ul>		
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to show initiative and prioritise one's own work when under pressure.</li> <li>• Able to follow direction and work in collaboration with line manager and governing board.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Able to attend evening meetings as required.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"><li>• Commitment to the school's ethos, aims and its whole community.</li></ul>		