Part A - Grade & Structure Information

Job Family Code	**7BF**	**Role Title**	**Clerk to the Governors**
Grade	**S7**	**Reports to (role title)**	**Clerk to the Trustees**
JE Band	**228-268**	**School**	**St Andrews C of E Primary School**
		Date Role Profile created	**December 2019**

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Provide advice to the governing body on governance, constitutional and procedural matters, and administrative support in fulfilling its strategic functions. Key deliverables include: • Advise the Governing Body on governance legislation and procedural matters to ensure that decisions comply with current legislation; • Ensure relevant reports are prepared in line with statutory requirements in liaison with the Academy Business Leader and Headteacher; • Liaise with the Chair of Governors and Headteacher to prepare agenda, circulate papers and convene Governing Body and Committee meetings in accordance with statutory requirements; • Attend meetings of the Governing Body and committees to take and prepare draft minutes and ensure meetings are conducted within the relevant legal framework; • Agree draft minutes with the Chair and distribute to members and other parties in accordance with relevant legislation and policies and ensure that any actions arising are taken; • Prepare and maintain records and other information on behalf of the Governing Body in line with statutory requirements; • Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
Esher Learning Trust Work Context and Generic Responsibilities	This role is based at St Andrews C of E Primary School part of Esher Learning Trust. Esher Learning Trust expects all its staff to: • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required

	• Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance • To carry out all such other duties as the SLT or your line manager may reasonably direct
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Prepare reports/statistics/briefings to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. Service Delivery • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate. • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. Planning & Organising • Provide comprehensive support to a group of senior staff, ensuring confidentiality, effectively organising internal and external activities/events to support the delivery of efficient services. • Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. Finance/Resource Management • Maintain financial, and/or stock records, and review data to contribute to resource planning. Work with others • Maintain a network of contacts, drawing on support and advice from others to resolve problems. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. People Management • May guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

	Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	Educated to A level or equivalent, or able to evidence ability at an equivalent level. • Relevant HR, Management, business administration or financial qualification to NVQ Level 3/4, or able to evidence knowledge and understanding of relevant disciplines. Willingness to study for a relevant professional qualification if appropriate. • For some roles a relevant degree may be required. • Good IT skills. • Ability to work with others to achieve objectives and improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers to improve customer service. • High level administrative/organisational and analytical skills. • Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining and improving business/ database systems/secretarial processes and systems (as appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Esher Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • Ability to understand regulations and other statutory requirements relating to school governance and give a clear synopsis to others. • Ability to steer decisions of the Governing Body to ensure compliance with legislation. • Ability to precis complex issues and to present relevant points arising from discussion clearly and concisely. • Previous Governing Body Clerking experience
Role Summary	Roles at this level provide a comprehensive business support service in a defined service or functional area, or provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines, or have substantial experience of administrative procedures to enable them to guide and advise others. There will be minimal day-to-day supervision, but clear guidance is available. The roles will plan for the weeks ahead and prioritise to accommodate non-standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require specialist knowledge or experience. Some roles involve supervision of staff, others involve undertaking specialist functions or the provision of a broad comprehensive business admin services which may include coordinating activities, different customer and service users.

Copyright © 2017 Surrey County Council