

**CLERK TO THE TRUSTEES & GOVERNING BODY**

**JOB DESCRIPTION**

**Reporting to:** Chair of Governors

**Purpose:** To provide a professional clerking service to the Trustees & Governing Body of Enfield Grammar School.

**The role of the Clerk will include the following:**

***Relationships and communication***

* Building relationships with key figures in the school, both on the governing body and in the wider school community.
* Establishing channels of communication for sharing information with the governing body, and the wider school
* Act as the first point of contact for governors.

***Meetings and administration***

* With the chair, chairs of individual committees and Headteacher prepare a focused & timed agenda for the governing body meeting and committee meetings.
* Provide effective administrative support to the governing body and its committees.
* Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary.
* Advising the Chair of Governors when governors’ terms of office end, and assessing the effect this will have on the governing body’s skills mix.
* Establishing and administering procedures for filling vacancies on the governing body, whether by appointment or election.
* Keeping a record of governors’ attendance at meetings.
* Maintaining accurate registers of business interests and training.
* Preparing thoroughly for meetings and ensuring outstanding action points are acted on.
* Prepare the annual calendar of governing body meetings in conjunction with the school and Chair of Governors.

***Providing advice and support***

* Checking that meetings are quorate, and if not providing appropriate advice on how to proceed.
* Advise on governance legislation, procedural matters & best practice where necessary before, during and after meetings.
* Supporting the chair in identifying priorities and upcoming issues when planning meetings.
* Keeping the governing body updated on changes to legal or statutory requirements.
* Advising on conflicts of interest, and how to manage and avoid these
* Accessing third-party guidance on behalf of the governing body where necessary.
* Keeping the governing body informed about training and development opportunities
* Contributing to discussions about the design of governance committees and structures.
* Send new governors induction materials and ensure they have access to appropriate documents, including the Code of Practice.

**PERSON SPECIFICATION**

**Personal attributes**

* Possesses excellent time management skills and can maintain a high standard of work under pressure.
* Can build and maintain effective working relationships with key figures, both on the board and in the wider school community.
* Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities.
* Prepares thoroughly for meetings.
* Understands the principles of confidentiality and applies this to own work and that of the governing body.

**Knowledge and understanding**

* Understands the 6 features of effective governance and the core functions of the governing body.
* Understanding of the governing body structure.
* Is aware of how the clerk’s role is defined in statutory guidance.
* Is aware of the governing body’s duties under legislation and statutory guidance.
* Understands the principles of records management.

**Administrative skills**

* Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the governing body.
* Uses technology effectively to streamline the governing body’s processes.
* Can communicate information clearly, logically and impartially, using a range of presentation methods.

**Professional judgement**

* Confidently judges which discussion points to record, indicating governors’ challenge of the school.
* Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these.
* Understands how and when to escalate concerns if necessary.