

**JOB DESCRIPTION**

Role: **CLERK TO THE GOVERNORS**

Hours: 08.30 – 17.30 Term Time only. (No holidays to be taken during term time unless by arrangement with the Chair of Governors)

On occasions you will required to stay by prior arrangement to attend meetings with the Governors in the evenings.

Report to: The Chair of Governors

**Role:** To support and advise the Governing Body to ensure that they conduct their business properly, effectively and efficiently.

**Key Responsibilities**

* To manage the conduct of business of the governing bodies and their committees
* To advise the governing bodies on statutory and constitutional issues
* To ensure that appropriate Terms of Reference exist for all Committees and Working Groups and to record the membership of Committees and Working Groups
* Ensuring appropriate reporting structures from all Committees to the full Governing Body
* Toensure that governors are appointed and replaced in accordance with the Schools Articles of Association.
* Providing induction material for new governors, including a copy of the governing documents and AGBIS’s Guidelines for Governors
* Identifying governors’ training and development needs, finding suitable training for them and maintaining a training register
* In consultation with the governors, Head and Bursar, to convene meetings of the governing body and its committees and maintain a meetings calendar for each school
* In consultation with the Chair, Head and Bursar, preparing the agendas for meetings of the Governing Body (and its committees) and circulating these with supporting papers.
* Taking the minutes of the Governors’ meetings and their committees, circulating these to the key senior staff in draft form and submitting these for approval by the Chairman before their circulation.
* Attending whenever required meetings of the Governors’ committees and working parties for the purpose of giving specialist advice
* In consultation with the Bursar, completing annual returns to the Charity Commission (and Companies House) and circulating to the governors any guidance and newsletters from these regulators
* Where appropriate, facilitating arrangements for identifying and recruiting new governors and conducting periodic audits of skills to ensure that there is a sufficient range of skills within both Governing Body.
* Advising governors on legislation and guidance affecting their responsibilities and liabilities, securing appropriate insurance for the governors as trusteesand taking professional advice on governors’ behalf
* Dealing with any practical requirements relating to arrangements for governors, for example the payment of out of pocket expenses.
* Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).
* Maintaining full and appropriate records of all governance activity.
* Any additional jobs given by the Governors’ commensurate with this role.

**Working arrangements**

The Clerk will be provided with appropriate office space within Bute House School as a base and will have remote access to all documents etc for flexible working outside the parameters of the formal meeting requirements.

**Please note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check (DBS) before they start work at the School as well as taking up references before interview.**