



Job Description and Person Specification Clerk to the Governors

The Position

In respect of the duties of Clerk to the Governors, the position holder reports directly to the Chair of Governors. The Clerk will liaise with the Bursar and other members of the SLT as necessary.

This post reports to the Chair of Governors.

Responsibilities:

Compliance matters:

<ul style="list-style-type: none"> • Ensure that policies are reviewed, revised and approved by the appropriate persons/committees at the appropriate times
<ul style="list-style-type: none"> • Monitor legislative changes as they apply to independent schools and inform the Head and Bursar as appropriate and drafting updates for policies
<ul style="list-style-type: none"> • Check and confirm that statutory accounts are filed on time with the appropriate bodies and signed copies are circulated as required
<ul style="list-style-type: none"> • Maintain precedents file

Regulatory matters:

<ul style="list-style-type: none"> • Be the routine point of contact with the Charity Commission and Companies House
<ul style="list-style-type: none"> • Provide advice to the Chair of Governors and ensure that the School complies with its obligations under the Companies Act and the Charities Act
<ul style="list-style-type: none"> • Ensure that Governors' elections and re-elections are properly dealt with in accordance with the Articles of Association
<ul style="list-style-type: none"> • Ensure that committee terms of reference are reviewed at appropriate intervals
<ul style="list-style-type: none"> • Administration and monitoring of the investment portfolio to ensure compliance with the Trustee Act 2000, and making changes as instructed by the Finance Committee or Governing Body, depending on delegated powers

Administrative matters:

<ul style="list-style-type: none"> • The Clerk is responsible for providing pro-active administrative support for the effective functioning of the Governing Body to include the convening of meetings, preparation of agendas and papers, documents relating to the Governing Body e.g. biographies, committee lists, contact lists etc.; payment of expenses; corresponding with and advising the governors and the Chair
<ul style="list-style-type: none"> • Prepare Board and committee meeting schedules, ensuring that Governors are consulted to achieve maximum attendance at meetings
<ul style="list-style-type: none"> • Act as Secretary for all meetings of the Governing Body and supporting committees, ensuring a clear and consistent format for all papers, actions, deadlines and minutes. Prior to such meetings, to liaise with the Chair and Head/ Bursar to agree the agenda and procedure for the meeting

<ul style="list-style-type: none"> • Co-ordinate, collate and circulate paperwork for all Governors' meetings in a clear and consistent format at least 7 days prior to the meeting. Take the minutes of the meeting, ensuring that they are approved and circulated promptly
<ul style="list-style-type: none"> • Ensure that reports and presentations requested by Governors are produced as required, following up with people where necessary
<ul style="list-style-type: none"> • Synthesise and analyse information provided and present them to the Governors with recommendations where applicable
<ul style="list-style-type: none"> • Organise and co-ordinate Governors' visits to the school for lesson observations, staff meetings, concerts, plays and events such as Speech Day, ensuring the Governors have advance notice of any such events
<ul style="list-style-type: none"> • Maintain: <ul style="list-style-type: none"> ○ the School's statutory registers ensuring that changes to the Governing Body are notified to the relevant bodies as appropriate ○ One Drive ensuring that information is up to date, accurate and accessible ○ a record of attendance at meetings ○ the Governor's training log ○ conflict of interests register, ensuring that it is kept up to date and that the annual related party questionnaire is completed as appropriate.
<ul style="list-style-type: none"> • Maintain and administer the process for identifying, interviewing and appointing governors
<ul style="list-style-type: none"> • For all new appointments to the Board of Governors, arrange checks of formal identity, right to work in the UK, DBS and related formalities in advance of their start date
<ul style="list-style-type: none"> • Ensure Governors diaries are always kept up to date
<ul style="list-style-type: none"> • Organise appropriate departure formalities for those governors leaving the Governing Body e.g. letter of thanks or a social event for those with long and distinguished service
<ul style="list-style-type: none"> • Design and deliver the Governor induction programme
<ul style="list-style-type: none"> • Organise and make arrangements for any panels that may be required from to time to hear appeals or to deal with complaints
<ul style="list-style-type: none"> • Keep Governors informed regularly of available training courses (including e-learning) and arrange for their enrolment on them
<ul style="list-style-type: none"> • Provide administrative support on the processes for appointment of Head and Bursar when the need arises

Prior's Field Priorsfield Road Godalming Surrey GU7 2RH
t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038

Person specification

The successful applicant will be:

<ul style="list-style-type: none">• An effective communicator with excellent literacy skills
<ul style="list-style-type: none">• Trustworthy and discreet
<ul style="list-style-type: none">• Highly organised, accurate and with an eye for detail
<ul style="list-style-type: none">• Positive, enthusiastic, with a 'can do' approach
<ul style="list-style-type: none">• Pro-active and use their initiative, and
<ul style="list-style-type: none">• Above all, flexible

The successful applicant will:

<ul style="list-style-type: none">• Possess excellent IT skills and a sound knowledge of all Microsoft packages as well as Prior's Field's online facilities i.e. One Drive and 365.
<ul style="list-style-type: none">• Have the confidence to challenge governors to protect the interests of the school
<ul style="list-style-type: none">• Have a high level of discretion and confidentiality
<ul style="list-style-type: none">• Have effective time management
<ul style="list-style-type: none">• Be confident in taking initiative with regards to all clerking responsibilities

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