**Trinity School, Sevenoaks**

**Clerk to the Governors Job Description & Person Specification**

Job Title: Clerk to the Governors for Trinity School Sevenoaks & Sevenoaks Churches Education Trust (SCET)

 Responsible to: Chair of Governors

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**CLERK TO THE GOVERNORS**

**Main Purpose**

**The clerk will be accountable to the governing board, working closely with the chair of governors, the headmaster and other governors on identified tasks. They must observe confidentiality on all issues. They will provide advice to the governing board on constitutional and procedural matters and ensure all appropriate follow up action has been taken.**

**Meetings**

* Work with the chair and headmaster before the governing board meeting to prepare a sensible and focused agenda.
* Liaise with those preparing papers to make sure they are available on time.
* Produce, collate and distribute the agenda and papers on time and at least seven days before the meeting.
* Record the attendance of governors at meetings.
* Advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting and act as the focal point of contact on procedural matters.
* Draft minutes of governing board meetings, including indicating who is responsible for any agreed action.
* Record all decisions accurately and objectively with timescales for action.
* Send drafts to the chair (and if agreed by the governing board to the headmaster).
* Copy and circulate the approved draft to all governors within the timescale agreed with the governing board.
* Advise absent governors of the date of the next meeting.
* Maintain a record of signed minutes for reference.
* Follow-up any agreed action points.
* Liaise with the chair, prior to the next meeting and inform her/him of progress on action points.
* Ensure approved copies of the minutes are sent to all relevant bodies (e.g. LA/Diocesan Board).
* Chair that part of the meeting at which the chair is elected.
* Ensure signed minutes are filed in a timely manner and stored at the school.

**Membership**

* Maintain up to date records of the names, addresses and category of governing board members and their term of office.
* Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
* Maintain governor meeting attendance records and advise the chair of and relevant governor of potential disqualification through lack of attendance.
* Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Finance.
* Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
* Inform the governing board and church authority of any changes in its membership.
* Advise that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school.
* Check that Disclosure and Barring Service has been successfully carried out on any governor when it is appropriate to do so.
* Maintain a record of training undertaken by members of the governing board.

**Advice and Information**

* Advise the governing board on procedural issues.
* Have access to appropriate legal advice, support and guidance.
* Ensure that new governors have access to appropriate documents and induction materials.
* Ensure that documents approved by the governing board are filed and that the file is stored at school
* Ensure that statutory policies are in place
* Maintain records of governing board correspondence.

**Personal Development**

* Undertake appropriate and regular training to maintain his/her knowledge base.
* Attend termly briefings and participate in professional development opportunities.
* Keep up to date with current educational developments and legislation affecting school governance.

**Additional Duties**

* Clerk all statutory and some non-statutory governing board committees
* Oversee the elections of parent and staff governors.
* Participate in and contribute to the training of governors in areas appropriate to the clerking role.
* Maintain a file of relevant DfE and SCET documents.
* Maintain archive materials.
* Prepare briefing papers for the governing board as necessary.
* Help to produce a Governing board year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing board and its committees.
* Provide secretarial support to SCET.
* Regularly check governors’ tray for letters or documents.
* Update our accountants on any Company Secretary changes.

**Other**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Undertake any other reasonable requests made by the Chair of Governors and/or Headmaster.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A Level English
* GCSE English Grade C or above
 | * Attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
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| **Experience** | * Previous secretarial or office administration experience
 | * Relevant personal and professional development
* Clerking in a school environment
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| **Knowledge** | * Understanding of record keeping and data protection
 | * Developing and maintaining contacts with outside agencies e.g. SCET and DfE
* Knowledge of Governing Board procedures
* Knowledge of educational legislation, guidance and legal requirements
* Knowledge of the respective roles and responsibilities of the Governing Board, the headmaster, the LEA, Church Authorities and the DfE
* Knowledge of Equal Opportunities and Human Rights legislation
* Knowledge of Data Protection legislation
* Record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners
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| Skills | * Experience of writing agendas and accurate concise minutes
* Excellent ICT skills
* Organising meetings
* Organise own time and work to deadlines
* Using internet to access relevant information
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| **General/****Personal Qualities/Attributes** | * Smart, business-like, professional appearance
* Capacity for hard work under pressure
* A team player, collaborative worker
* Self-motivated
* Ability to contribute greatly to the wider life of the School
* Resilient
* Strives for excellence in every aspect of school life
* Determination and perseverance
* Enthusiasm
* Passionate
* Patience
* Person of integrity
* Maintain confidentiality
* Remain impartial
* Flexible approach to hours including evening meetings
* Sympathetic to the needs of others
* Openness to learning and change
* Good interpersonal skills
* Ability to travel to meetings
* Positive attitude to personal development and training
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**Signed………………………………………… Date………………………………………**

**Employee**