



West Sussex County Council Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



JOB DESCRIPTION – CLERK TO GOVERNORS (May 24)

Core purpose:	To provide a first-class standard of support to the School's Governing Body, ensuring the smooth running of the school's administrative, and communication systems and procedures. To oversee the administration of all School Policies To maintain confidentiality over all school issues, in particular in dealings with parents and outside agencies
Reporting to:	School Business Manager
Hours:	Variable – expected to average approximately 3-5 hours per week during term time
Grade:	4
Grievance officer:	Headteacher

Key Tasks and Responsibilities

Role

- To be accountable to the governing body, working closely with the Chair of Governors, the Headteacher and other governors on identified tasks
- To provide advice to the governing body on constitutional and procedural matters
- To ensure all appropriate follow up action has been taken
- To observe confidentiality on all issues
- To manage the Governors Virtual Office (GVO) ensuring that content is uploaded as required.
- To take telephone calls and pass on messages to the Chair of the Governing Body.

Policies

- To work closely with the Governing body to ensure that Policy documents are up to date and suitably filed electronically, and that other information is passed to the Headteacher and / or other staff as required.
- To ensure the cycle to review policies is adhered to
- To advise the Senior Leadership Team and Governors on changes to policies and local and national government changes to practice
- To publish policies on website

Meetings

- To liaise with the Chair and members of the Governing Body, and organise meetings through liaison with all parties, book rooms where applicable, and the provision of refreshments where applicable. (There is usually one meeting per half term which is held after school or in the evenings).
- To work with the Chair and Headteacher before the governing body meeting to prepare a sensible and focused Agenda.
- To liaise with those preparing papers to make sure they are available on time.
- To produce, collate and distribute the agenda and papers on time and at least seven days before the meeting
- To communicate electronically wherever possible to reduce printing costs and ensure speedy communication through use of 'Governors Virtual Office'.
- To record the attendance of governors at meetings.
- To advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting and act as the first point of contact on procedural matters.
- To take accurate notes at, and subsequently draft minutes of governing body meetings, including indicating who is responsible for any agreed action.
- To record all decisions accurately and objectively with timescales for actions.
- To send drafts to the chair and the Headteacher or member of SLT attending the meeting.



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- To copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
- To advise absent governors of the date of the next meeting.
- To maintain a record of signed minutes for reference
- To follow-up any agreed action points.
- To liaise with the chair, prior to the next meeting and inform her/him of progress on action points.
- To ensure approved copies of the minutes are sent to all relevant bodies (e.g. LA)
- To chair that part of the Full Governing Body meeting at which the Chair of Governors is elected.

Membership

- To maintain up to date records of the names, addresses and category of governing body members and their term of office.
- To initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
- To maintain governor meeting attendance records and advise the Chair of Governors and relevant governor of potential disqualification through lack of attendance.
- To maintain copies of current terms of reference and membership of committee and working parties and designated governors e.g. safeguarding.
- To 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.
- To inform the governing body and local authority of any changes to its membership.
- To ensure that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
- To liaise with the Headteacher's PA to ensure that a Disclosure and Barring Service check has been successfully carried out on any governor when it is appropriate to do so.
- To maintain and report a record of training undertaken by members of the governing body.
- To maintain and report a record of monitoring and evaluation visits undertaken by members of the governing body.
- To maintain and report a record of the impact of the monitoring work of the governing body.

Advice and Information

- To advise the governing body on procedural issues.
- To have access to appropriate legal advice, support and guidance.
- To ensure that new governors have access to appropriate documents and induction materials.
- To maintain records of governing body correspondence.

Personal Development

- To undertake appropriate and regular training to maintain his/her knowledge base.
- To attend termly briefings and participate in professional development opportunities.
- To keep up to date with current educational developments and legislation affecting school governance.

Additional Services

The Clerk may be asked to undertake the following additional duties:

- To clerk some or all statutory and non-statutory governing body committees.
- To initiate and manage the elections of parent, teacher, and staff governors.
- To give advice and support to governors taking on new roles such as chair or chair of a committee.
- To participate in and contribute to the training of governors in areas appropriate to the clerking role.
- To maintain archive materials.
- To help to produce a Governing Body Year Planner, which includes an annual calendar of meetings, and the cycle of agenda items for meetings of the governing body and its committees.



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Other Key Tasks and Responsibilities:

- To liaise closely with colleagues in respect of workload and be flexible with working arrangements, when required, to support other administrative staff in the event of emergencies / unforeseen circumstances, ensuring a high standard of administrative support across the school.
- To be aware of and act according to policies and procedures relating to child protection, pupil behaviour, health, safety and security, confidentiality and data protection and report all concerns to the appropriate member of staff.
- To undertake any other duties which may be reasonably allocated by the Senior Leadership team appropriate to the role to ensure the smooth running of the school.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post
3. Because of the nature of this job, if you are successful in your application you will be subject to a Disclosure and Barring Service (DBS) check before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.
5. Overtime: By arrangement and consent of the School Business Manager
6. The post holder is required to respect the confidentiality of all matters relating to the school, pupils and staff
7. The post is subject to the satisfactory completion of a 6-month probation period. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
8. Every member of staff has a responsibility to safeguard and promote the welfare of children.



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PERSON SPECIFICATION – CLERK TO GOVERNORS

Attributes	Essential	Desirable	How identified
<p>Qualifications and Experience</p>	<p>Good standard of education – attainment of 5+ GCSE or equivalent to include English and Maths Grade C or above</p> <p>Previous administration / secretarial experience, including agendas, minutes and advising members of committees on procedures.</p> <p>Experience of keeping accurate records (paper and electronic) and of dealing with information of a confidential nature.</p> <p>Experience of organising meetings.</p> <p>Proficient MS Teams user & excellent IT skills (including Microsoft Office software and use of the Internet)</p>	<p>Previous Clerk to Governors experience</p> <p>Accurate, fast typing and keyboard skills (RSA typing Stage 2/65 wpm or equivalent)</p> <p>Knowledge of educational legislation, guidance and legal requirements</p>	<p>Application form/interview</p> <p>Interview task</p> <p>Certificate check</p> <p>References</p>
<p>Skills and Abilities</p>	<p>Excellent communication skills; listening, written, and spoken.</p> <p>Excellent note taking skills, with the ability to maintain concentration during lengthy meetings, and produce accurate and concise minutes.</p> <p>Excellent literacy skills, i.e. grammar, punctuation, spelling.</p> <p>Able to work independently and on own initiative, and to remain calm under pressure.</p> <p>Ability to communicate with a range of audiences, including staff, governors, pupils and parents. Calm and polite telephone manner</p>		<p>Application form</p> <p>Interview task</p> <p>References</p>



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	Ability to prioritise and manage own workload to meet deadlines (and encourage Governors and staff to do so) whilst ensuring that lower priority work is kept up to date		
Personal Qualities	<p>Integrity, Impartiality and Confidentiality</p> <p>Excellent people skills, demonstrating patience, tact and sensitivity. Sympathetic to the needs of others, but pleasantly persistent when necessary.</p> <p>Friendly, open and positive disposition with a 'can do' approach.</p> <p>Positive attitude to participate in further training and development opportunities offered by the school and county, to further knowledge</p> <p>Willingness to learn and ask for advice</p> <p>Ability to work well in a team with a flexible and co-operative approach</p>	Able to demonstrate a commitment to equal opportunities	Interview and references
Safeguarding	In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.		Interview References
Additional Requirements	Hard-working and conscientious and punctual. Able to work at times convenient to the Governing Body, including some evening meetings		