

Job description

Department	Children's Services
School	The Genesis Federation (Beckley & Peasmarsh Schools)
Job title	Clerk to the Governing Board
Grade	SS Scale 7
Responsible to	Governing Board through Chair of Governors
Main purpose of the job	<p>To be accountable to the Governing Board, working effectively with the Chair of Governors, Headteachers and other governors.</p> <p>To secure the continuity of Governing Board business and observe confidentiality requirements.</p> <p>To advise on procedural and legislative matters to ensure the Governing Board works to the legal framework.</p>

Key Tasks

1. Keep up to date with current educational developments and legislation affecting school governance, advise the Governing Board at meetings as appropriate and, if necessary, prepare briefing papers for governors.
2. Ensure that statutory policies are in place and that a copy of policies and other school documents approved by the Governing Board are kept in both schools. Maintain a policy review cycle and advising the Governing Board accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time.
3. Participate in professional development opportunities. Attend Clerks' Support & Development meetings and any other training for clerks or governors as necessary, including the Clerks Accreditation scheme.
4. Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
5. Work effectively with the Chair of Governors, Governing Board, Headteachers and Governor and Clerking Services throughout the year to support and advise the Governing Board in carrying out its duties and responsibilities
6. Work effectively with the Chair of Governors and Headteachers to prepare a purposeful and effective agenda for full Governing Board meetings, which takes into account DfE, Local Authority and Church Authority issues, and is focused on school improvement.

7. Produce, collate and distribute the agenda and all supporting papers to all members of the Governing Board so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by the methods agreed by the Governing Board.
8. Work effectively with the Chair of Finance Committee to prepare an effective agenda, and distribute agenda and relevant papers to the committee members in the agreed manner at least 7 days before the scheduled meeting.
9. Attend full Governing Board, Finance Committee and Data meetings as appropriate and take minutes, indicating who is responsible for agreed action points, objectively detailing timescales for actions and obtaining progress reports as required.
10. Record the attendance of governors at meetings and take appropriate action with regard to absences. Advise the Governing Board on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
11. Maintain records of names, addresses and category of Governing Board members and their terms of office and ensure Governor Services is notified of all changes. Inform the Governing Board, local authority and church authority of any changes to its membership and ensure the correct Instrument of Government is drawn up and agreed by the Governing Board. Maintain copies of current terms of reference and membership of committees and working parties and nominated governors. Maintain the record of training undertaken by governors. Update schools' websites with governor details as required by appropriate authorities.
12. Maintain a register of Governing Board pecuniary interests and review this annually.
13. Administer, or assist with, the elections of parent and staff governors as required and induction programmes for all new governors.
14. Ensure with the school and the Church Authority where appropriate, that Disclosure and Barring Service (previously CRB) disclosures have been successfully carried out on any governor when it is appropriate to do so.
15. Apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above.
16. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification: Method of Assessment & Source of Information for all sections: Application Form and Interview

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> ▪ Ability to organise complex material and to understand and assimilate new information. ▪ Ability to take accurate minutes and maintain efficient record keeping systems. ▪ Communication, literacy and IT skills. ▪ Ability and willingness to work individually using own initiative. ▪ Ability to organise time and work to deadlines. ▪ Ability to work in an organised and methodical manner. ▪ Ability to work as a team member. 	<ul style="list-style-type: none"> ▪ Ability to develop and maintain contacts with outside agencies e.g. DfE, LA departments, Church Authorities. ▪ Demonstrate a willingness to attend further training and development opportunities.
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Experience of working in an administrative capacity at NVQ Level 3 or equivalent. ▪ Experience of maintaining and manipulating computerised and/or hard copy data/information. ▪ Knowledge of Governing Board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes. ▪ Experience of writing agendas. ▪ Experience of producing accurate and effective minutes. ▪ Experience of servicing meetings. ▪ Awareness of data protection legislation to handle information securely in a confidential and impartial manner. 	<ul style="list-style-type: none"> ▪ Previous experience of working in a school environment. ▪ Knowledge of education legislation, guidance and legal requirements. ▪ BTEC Level 3 in Clerking for Governing Bodies or equivalent. ▪ Knowledge of the respective roles and responsibilities of the Chair of Governors, Governing Board, Headteachers, Local Authority, Church Authority, DfE.
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to demonstrate and maintain integrity, impartiality and confidentiality. ▪ Willingness to work flexibly at times convenient to the Governing Board including evening meetings. ▪ To produce evidence of personal and professional development and an openness to learning and change. ▪ Ability to demonstrate commitment to equal opportunities. ▪ Sensitive to the differing perspectives of those who work in schools. 	