

## **JOB DESCRIPTION**

Job Title: Senior Clerk to the Governors  
Reports to: Chair of Governors  
Department: Schools  
Section: Multiple  
Grade: NJC Scale 5



### **Purpose of the Job**

To provide support to the school's governing body by servicing meetings, providing advice on procedural and constitutional matters, and undertaking other administrative duties associated with the effective operation of the governing body.

### **Principal Accountabilities**

1. Prepare the agenda in consultation with the chair of governors and headteacher and ensure statutory and standard items are included on the agenda at the relevant meeting. Issue agendas, papers and notices of all governors' meetings within the legal timescale.
2. Attend all meetings of the full governing body and other committees/working groups as agreed with the chair of governors, and take accurate minutes of the meeting, to reflect clearly the discussions and decisions taken. Circulate draft minutes within an agreed timescale.
3. Administer the organisation and clerking for governor panels such as pupil discipline, staff grievance, staff discipline and complaints in own school and/or other schools in the city.
4. Maintain the minute book or file of signed minutes, records of all governing body meetings, current terms of reference, approved policies, a schedule of policy review dates, the current Instrument of Government and other relevant documentation, at the school. Archive information at agreed periods.
5. Update and maintain high level knowledge of and liaise with the local authority (LA) and Department for Education (DfE) as appropriate on issues relating to school governance, in order to advise the governing body on relevant procedural matters, policy issues and current/relevant legislation and statutory requirements.
6. Research and investigate new model policies and recommend method of implementation to the chair of governors.

7. Provide support and mentorship to less experienced clerks to governors (lower grade).
8. Give advice and support to new governors and governors taking on new roles such as chair of governors or chair of a committee.
9. When appropriate, provide advice and feedback to governors in meetings.
10. Actively participate in Clerks' Forums to share best practice across the city.
11. Provide high level administrative support to the chair of governors, eg produce a Governing Body Year Planner that shows all meetings and main actions for the governing body and committees at different points in the year.
12. Maintain an accurate record of attendance at meetings and acceptance of apologies. Record a schedule of governor visits to schools where required.
13. Maintain a database of current governors, including names, addresses, areas of responsibility, membership of committees and terms of office, ensuring information is always accurate. Ensure governors have signed a declaration of eligibility and completed an annual declaration of pecuniary interests. Advise the LA promptly of any changes to governing body membership.
14. Liaise with the governing body/LA/Diocese when governors' terms of office are due to come to an end. Administer elections for new parent governors and staff governors when required, overseeing the democratic process in line with government requirements. Provide relevant information as agreed by the governing body, (including the Guide to the Law) for all new governors.

The post holder is responsible for ensuring that the Council's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**PERSON SPECIFICATION: ESSENTIAL CRITERIA**

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<p><b>Job Related Knowledge, Experience and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Educated to minimum of NVQ Level 3 or equivalent</li> <li>• Experience of minute taking and a good understanding of how meetings are structured</li> <li>• Have attended, or demonstrate a commitment to attend, the Clerks' Accreditation programme</li> <li>• Excellent knowledge of relevant policies / codes of practice and relevant legislation</li> <li>• Experience of carrying out a wide range of administrative tasks at a senior level</li> <li>• Good knowledge and understanding of relevant ICT packages (eg MS Word, Excel, web authoring)</li> <li>• To research, analyse, interpret and provide advice on legislation and procedural matters</li> </ul>
<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills and able to work with and communicate with staff of all levels</li> <li>• Ability to work confidentially with sensitive and confidential information</li> <li>• Ability to prioritise own workload to ensure deadlines are met</li> <li>• Ability to keep accurate and up to date records</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Be flexible in terms of working hours, as many governors' meetings take place outside of normal office hours and can sometimes be called at short notice</li> <li>• Demonstrate a willingness to undertake appropriate training and development</li> </ul>