



## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.



## **JOB DESCRIPTION**

Job Title: Clerk to the Governors  
Reports to: Chair of Governors  
Department: People  
Section: Multiple  
Grade: NJC Scale 3

### **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 at the appropriate meeting.
2. Issue agendas, papers and notices of all governors' meetings within the legal timescale.
3. 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.
4. Provide administrative support to the chair of governors, for example, distributing correspondence and preparing/issuing letters and reports as required.
5. 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.

6. 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 legislation.
7. Maintain an accurate record of attendance at meetings and acceptance of apologies. Record a schedule of governor visits to schools where required.
8. 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.
9. 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

Job Title: Clerk to the Governors

Reports to: Chair of Governors

Department: People

Section: Multiple

Grade: NJC Scale 3

### **Job Related Knowledge, Experience and Qualifications**

- Educated to minimum of NVQ Level 2 or equivalent
- Experience of carrying out a wide range of administrative tasks, including organising committees and other working groups, minute taking / servicing of meetings, record keeping, filing
- Good knowledge of relevant policies / codes of practice and relevant legislation
- Good knowledge and understanding of relevant ICT packages

### **Skills and Abilities**

- Effective written and verbal communication skills and able to work with and communicate with staff of all levels
- Ability to work confidentially with sensitive and confidential information
- Ability to prioritise own workload to ensure deadlines are met
- Ability to keep accurate and up to date records

### **Other Requirements**

- The post holder will have to 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
- Demonstrate a willingness to undertake appropriate training and development

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources, 3<sup>rd</sup> Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JE.