**Job Title:** Clerk to the Governing Body

**Contract:** Casual, paid on claim

**Hours:** This is a flexible part-time role, on average six hours per week during term time. Actual hours will vary according to the cycle of governing body meetings.

**Salary:** Kent Range 6 (FTE: 20,997)

**Location:** A combination of in school and via Microsoft Teams.

**Responsible to:** Chair of Governors

**Overall Responsibility:**

To manage and support the work of the Governing Body. The Clerk plays an essential part in the continuing development of our school, by:

* Providing advice to the governing body on governance, constitutional and procedural matters.
* Providing proactive and effective administrative support to the governing body and its committees.
* Ensuring the governing body is properly constituted.
* Managing information effectively in accordance with legal requirements.

**Main Responsibilities**

Advice:

* Provide advice to the governing body on:
* Its core functions and DfE governance advice, including the Governance Handbook and Competency Framework for Governance
* governance legislation and procedural matters (both during and between meetings)
* any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
* the regulatory framework for governance
* best practice in governance, including on committee structures and self- evaluation
* Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governors.
* Ensure that statutory policies and certain other identified key policies are in place, that staff revise these when necessary and that they are approved at the appropriate level within the Governing Body
* Advise on the annual calendar of governing body meetings and tasks.
* Maintain a schedule of action items, responsibility and timing.
* Identify priorities, anticipate issues which may arise and draw these to the chair’s attention

**Meeting administration:**

* With the chair, Headteacher and relevant subcommittee chairs, prepare a focused agenda for full governing body (FGB) and meetings of the three principal subcommittees
* Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required 7 days before each meeting.
* Ensure meetings are quorate
* Record the attendance of governors at meetings
* Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Headteacher. Circulate the reviewed draft to all governors/ members of the committee, normally within 7 days of the meeting.
* Follow up any agreed action points with those responsible, update the action items schedule and inform the chair of progress

**Membership and induction:**

* Advise governors and appointing bodies in advance of the expiry of a governor’s term of office
* Chair the part of the meeting at which the chair and Governing Body Vice Chairs are elected each year, giving procedural advice concerning conduct of this and other elections
* Collate and maintain information about governors such as any pecuniary interests
* Send new governors induction materials, ensure they have access to appropriate documents and online resources e.g. GovernoHub and ensure that they are allocated a school email address
* Ensure new governors have completed induction tasks to comply with regulatory and school policy requirements, including Disclosure and Barring (DBS) checks, Code of Conduct signature, and relevant safeguarding and Prevent training and maintain a record accordingly.
* Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee.
* Assist in the maintenance of records for training undertaken by members of the governing body to comply with regulatory or school policy requirements.
* Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance

**Manage Information**

* Maintain up to date records of the names, addresses and category of governing body members and their term of office and inform any relevant authorities of any changes and ensure that these are kept up to date on the school website
* Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND, and ensure these are published as agreed on the school website
* Ensure copies of statutory policies and other documents approved by the governing body (including governor communications with parents and staff) are published as agreed on the school website
* Regularly review the Governors section of the school website to ensure that it is compliant with pertinent legislation and regulation
* Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
* Maintain the governor database of meeting materials and other relevant documents (GovernorHub)
* Maintain records of governing board correspondence and archive materials in compliance with legal and regulatory requirements.

**People and personal development**

* Develop and maintain effective professional working relationships with the chair, the governors the school senior leadership team and other members of school staff
* Undertake appropriate and regular training to maintain knowledge and improve practice.
* Keep up-to-date with current educational developments and legislation affecting school governance
* Participate in regular performance management

**Additional services**

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

* Clerk any complaints/staff tribunal committees/panels that the governing body is required to convene
* Other tasks as may be determined by the governing body from time to time

**Additional Information**

We are looking for a friendly, motivated and flexible individual with proven administrative experience. You will be able to work on your own initiative, manage deadlines and prepare accurate minutes. The successful applicant will have a genuine interest in school governance, keeping abreast with current educational developments and legislation affecting schools. Previous administrative or clerking experience in the education sector will be a distinct advantage. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is essential.

Support and training for the role are provided through Kent Governor Services.

FGB and committee meetings are planned well ahead and the times and locations of meetings (and whether in person or remote) are agreed and communicated before the commencement of each academic year). There are expected to be 15 meetings during the school year. Additional meetings may be required to deal with specific initiatives or other matters impacting the governing body from time to time. There will also be a periodic need to visit the school during the working day in order to develop constructive working relationships with key staff and/or for record management purposes.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher, the Chair or the incumbent of the post.

*This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure is required for this post. Applicants will be also be expected to complete appropriate training including safeguarding and Prevent and sign Staff and Governors’ codes of conduct.*

**Person Specification**

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|  | **Essential** | **Desirable**  |
| **Skills & knowledge** | * Excellent listening skills.
* Highly effective written and verbal communication skills - writing agendas and accurate concise minutes
* Good organisation skills - organising meetings and co-ordinating people, as well as themselves
* Ability to multi-task, prioritise effectively and work to tight deadlines
* Proficiency in using Microsoft Office applications (e.g. Outlook, Word, Excel, PowerPoint)
* Ability and willingness to work individually using own initiative
 | * Record keeping, information retrieval and dissemination of governing body data/ documentation, to the governing body and relevant partners;
* Knowledge of governing body procedures
* Ability to relate to all personnel and children within the school environment.
* Knowledge and experience of whole school procedures, organisation and structure.
* Knowledge of Data Protection legislation.
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| **Qualifications**  | * Educated to A level equivalent; C or above at GCSE English and Maths.
* Be able to demonstrate a willingness to attend appropriate training;
 | Degree  |
| **Personal attributes** | * Good interpersonal skills
* Discretion, sensitivity and diplomacy
* Have a positive attitude
 | A sense of humour |
| **Special Requirements** | * Be able to work at times convenient to the governing body, including evening meetings;
* Be available to be contacted at mutually agreed times
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