

**JOB DESCRIPTION**

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| **Job title:** | Clerk to Local Governing Body (LGB) |
| **Post number:** | J111 |
| **Grade:** | NJC Grade SO1 – £30,036 to £32,112 FTE  Actual: £2,162 to £2,312 |
| **Contract** | Term-time only plus INSET days |
| **Hours:** | 3 hours per week (although work patterns vary with the nature of the role) |
| **Responsible to:** | Governance Officer |
| **Responsible for:** | --- |
| **Job purpose:** | Provide effective administrative support to the Local Governing Bodies and their committees.  Provide advice to the Local Governing Bodies on governance, constitutional and procedural matters.  Ensure that the Local Governing Bodies are properly constituted.  Manage information effectively in accordance with legal requirements. |
| **Key internal contacts:** | * Headteachers * Business Managers * Governance Officer |
| **Key external contacts:** | * Chairs of Local Governing Bodies * Chairs of Local Governing Body Sub-Committees * Local Governors |
| **Special consideration:** | * Hold a clear Enhanced DBS check. * Required to hold a current driving licence with own transport. * Work patterns will vary week to week, these will be agreed in advance and some early morning or after school hours work will be required due to the nature of the role. |

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| **Specific duties**  This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.  Clerk to Governors   1. Provide effective administrative support to the LGB. 2. Organise and administer the elections for parent, teacher and staff governors. 3. Maintain governor meeting attendance records and advise the LGB of non-attendance of governor. 4. Organise meeting venues and catering arrangements. 5. Liaise with the Governance Officer, Chair, Headteachers and other members of the LGB to agree a calendar of dates for all LGB and meetings. 6. Work effectively with the Governance Officer, Chair and Headteachers before the LGB meeting to prepare a purposeful agenda and supporting papers which take account of DfE and academy school issues for the LGB. 7. Prepare briefing papers for the LGB, as necessary. 8. Ensure that the Headteachers and others to produce agenda papers on time. 9. Produce, collate and distribute the agenda and supporting papers so that recipients receive them one week before the meeting date. 10. Advise the LGB on governance legislation and procedural matters where necessary before, during and after the meeting. 11. To attend meetings, take notes of the LGB to prepare minutes, including indicating who is responsible for any agreed action. 12. Record all decisions accurately and objectively with timescales for actions and send drafts to the Chair for review prior to circulation. 13. Copy and circulate the reviewed draft to all Governors and the Governance Officer within the timescale indicated in the Terms of Reference (14 days) and keep signed minutes as a record. 14. Liaise with the Chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the LGB. 15. Maintain relevant files and records of correspondence and documents, ensuring secure handling of confidential data and information to comply with GDPR and the Data Protection Act. 16. Maintain archive materials. 17. Notify the Governance Officer of resignations from the LGB within 7 days. 18. Participate in any induction programme for newly appointed Governors. 19. Attend, where relevant, the training of Governors in areas appropriate to the Clerking role.   Additional duties   1. To be willing and able to work out of hours as agreed in advance. 2. Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish. 3. Promote the safeguarding and welfare of children and young people. 4. Comply with the Trust’s policies and procedures (e.g. equal opportunities and health and safety). 5. Ensure high standards of behaviour and dress are maintained.   You may be required to carry out additional duties, as the Executive Principal may reasonably request, which are commensurate with the post. |

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| **Review:**  This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.  I confirm that I understand and agree the duties of this job description.  Signature:  Print name:  Date:  --------------------------------------------------------------------------------------------------------------------------------  Manager’s signature:  Print name:  Date: |

**PERSON SPECIFICATION**

**Clerk to the Governors**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form**. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

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|  |  | **Essential** | **Desirable** |
| **Qualifications and Experience** | Minimum GCSE Grade C or equivalent in English and Mathematics. | 🗸 |  |
| Experience of working as a member of a team and also in a self-directed environment. | 🗸 |  |
| Proven experience in the provision of direct PA/Secretarial support to a manager in a service-orientated organisation. | 🗸 |  |
| Completion, or have the intention to complete, the National Training Programme for Clerks. |  | 🗸 |
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| **Skills and Abilities** | Ability to communicate effectively and sensitively both verbally and in writing whilst maintaining confidentiality at all times. | 🗸 |  |
| Competence in minute taking to a high level of accuracy (e.g. shorthand or up to 60 WPM). | 🗸 |  |
| Excellent time management skills and the ability to work unsupervised. | 🗸 |  |
| Strong organisational skills in order to: organise meetings; keep and maintain records, retrieve and disseminate data / documentation to others. | 🗸 |  |
| The ability to multitask and meet deadlines. | 🗸 |  |
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| **Knowledge** | To have a strong working knowledge of IT including Word, Excel, Outlook, databases and virtual meeting software e.g. Zoom, Teams, Google. | 🗸 |  |
| Knowledge of academy governance regulations and other relevant legislation in the education sector. |  | 🗸 |
| Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion. |  | 🗸 |
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| **Special Conditions** | Willing to undertake an enhanced DBS check. | 🗸 |  |
| Hold a current driving licence with own transport. |  | 🗸 |
| Willing to work flexible hours, including early evenings and travelling to different sites within the area when required. | 🗸 |  |