



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Clerk to Governors

**SCHOOL:** Wadhurst CE Primary School and Nursery

**LOCATION:** Wadhurst

**GRADE:** [East Sussex Single Status Grade 6/7 with a progression bar](#)

**RESPONSIBLE TO:** Governing Body

### **Purpose of the Role:**

To be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. To be responsible for advising the governing body on constitutional matters, duties and powers, and work within the broad current legislative framework. To secure the continuity of governing body business and observe confidentiality requirements.

### **Key tasks:**

1. Work effectively with the chair and headteacher, before the governing body meeting, to prepare a purposeful agenda which takes account of DfES, LEA and church authority issues, and is focused on school improvement.
2. Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days in advance of meetings.
3. Record the attendance of governors at meetings and take appropriate action with regard to absences. To advise the governing body of non-attendance of governors.
4. Advise the governing body on governance legislation and procedural matters where necessary, before, during and after the meeting.
5. Take notes of the governing body meetings and to prepare minutes, including indicating who is responsible for any agreed action.
6. Record all decisions accurately and objectively with timescales for actions.

7. Liaise with the chair prior to meetings to receive an update on progress of actions agreed previously by the governing body.
8. Following the approval of the minutes at the next meeting, make available to any interested parties and, where appropriate, forward to the Local Authority and the appropriate church or foundation authority.
9. Maintain a database of names, addresses and category of governing body members and their term of office and to ensure Governor Services is notified of all changes.
10. Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
11. Take action on the governing body's agreed policy to support new governors, taking account of induction materials/courses made available by the LEA and others.
12. Maintain copies of current terms of reference and membership of committee and working parties and nominated governors.
13. Advise governors and the appointing bodies of expiry of the terms of office, before the terms expire, so elections or appointments can be organised in a timely manner.
14. Maintain a register of governing body pecuniary interests, and review this annually.
15. Ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body.
16. Maintain records of governing body correspondence.
17. Help to produce a Governing Body Year Planner, which includes an annual calendar of meeting dates and the cycle of agenda items.
18. Advise on the requisite contents of the school prospectus and annual report to parents.

19. Chair that part of the meeting at which the chair is elected.
20. Keep up to date with current educational developments and legislation affecting school governance.
21. Attend Clerks' Support and Development meetings.

**Progression to Single Status 7 is dependent on the following additional responsibilities being required of the role:**

22. Independently undertake research, analyse information and produce briefing papers for governs
23. Give governors advice on appropriate courses of action, taking into consideration legislation and guidance

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to retrieve and disseminate information to the governing body and relevant partners
- Ability to demonstrate developed interpersonal and communication Skills
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to demonstrate initiative and self-motivation
- Ability to organise time and work to deadlines
- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to develop and maintain contacts with outside agencies e.g. departments of the LEA, Church Authorities and the DfES
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to work as a member of a team
- Ability to word-process documents quickly and accurately
- Ability to undertake a range of clerical and administrative duties
- Ability to undertake research and produce reports **(Single Status 7 only)**

### Essential knowledge

These criteria will be assessed at the application and interview stage

- A good understanding of the work of a school
- Knowledge of Governing Body procedures
- Developed knowledge of educational legislation, guidance and legal requirements **(Single Status 7 only)**

**Essential experience**

These criteria will be assessed at the application and interview stage

- Experience of writing agendas and accurate concise minutes

**Desirable experience**

These criteria will be assessed at the application and interview stage

- Previous experience of working in a school environment

**Other essential criteria**

These criteria will be assessed at the application and interview stage

- Integrity and impartiality
- Willingness to maintain confidentiality on all school matters
- Willingness to work at times convenient to the Governing Body, including evening meetings
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Ability to demonstrate commitment to Equal Opportunities

**Date (drawn up):**November 2009

**Name of Officer(s) drawing up person specifications:**JM

**Job Evaluation Reference:**

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| Function                                | Applicable to role |
|---|--------------------|
| Using display screen equipment          | Yes                |
| Working with children/vulnerable adults | No                 |
| Moving & handling operations            | No                 |
| Occupational Driving                    | No                 |
| Lone Working                            | No                 |
| Working at height                       | No                 |
| Shift / night work                      | No                 |
| Working with hazardous substances       | No                 |
| Using power tools                       | No                 |
| Exposure to noise and /or vibration     | No                 |
| Food handling                           | No                 |
| Exposure to blood /body fluids          | No                 |