

**Job Description:** Clerk to the Local Governing Bodies  
Line Manager: Trust Governance Professional  
Grade: KR7

**Main Purpose of the Role:**

The Clerk will be accountable to the Trust Governance Professional and will work effectively with the Chairs of the Local Governing Bodies and the Headteachers as well as the Governance Team. The Clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework and any additional parameters as laid down by the Board of Trustees. The Clerk will secure the continuity of governing body business and observe confidential requirements.

The Clerk will be fully supported by the Trust Governance Professional.

**Location:**

Meetings are held in the following schools:

- Dartford Hub: Fleetdown Primary Academy, Oakfield Primary Academy, Temple Hill Primary Academy and West Hill Primary Academy.
- Gravesham Hub: Culverstone Green Primary School, Meopham Community Academy, Riverview Infant School, Riverview Junior School and Wrotham Road Primary School.

**Hours:**

The governing body meetings of the Gravesham schools are currently held during the day and the Dartford schools meet during the evening. This highly attractive opportunity offers significant flexibility regarding working patterns and the post holder must be flexible in their approach to attending meetings both during the day and the evening.

The hours per week for this role are not fixed due to the nature of the post. The salary assumes a weekly quota of 10 hours per week but this will be worked flexibly across the year with a greater commitment some weeks than others. As the Trust continues to grow there will be an opportunity to increase the hours worked along with additional responsibilities.

**Training:**

The post holder is required to undertake all mandatory training as identified by the Trust. There is an expectation that the successful candidate will undertake the Level 3 "Certificate in the Clerking of School and Academy Governing Boards" and the Trust meets all costs in relation to this training.

**Key duties and responsibilities:**

Administration

- Provide effective administrative advice and support to the Local Governing Bodies.
- Provide advice and guidance to ensure the Local Governing Bodies work in compliance with the appropriate legal and regulatory framework, including the Trust's scheme of delegation and Terms of Reference.
- Where necessary seek advice and guidance from the Trust Governance Professionals on behalf of the Local Governing Bodies.
- Assist with the recruitment of Governors.
- Assist in the process of evaluating and developing the quality of governance at school level.
- Ensure declaration of business interest forms and other statutory and mandatory requirements are completed annually by Governors with the relevant information published on the school websites.
- Advise Governors of expiry of terms of office before terms expires so elections or appointments can be organised in a timely manner.
- Maintain meeting attendance records for publication and records of training undertaken by Governors.
- Keep in regular contact with the Local Governing Body Chairs and the Trust Governance Professionals and to assist with any other tasks in relation to the governance of the Trust as may be required.

Meetings

- Prepare agendas in consultation with the Chairs for each of the Local Governing Body meetings and ensure agenda and supporting documents are produced and issued by the deadlines.
- Attend all Local Governing Body meetings in person and take minutes.

- Prepare detailed minutes of meetings, indicating who is responsible for any agreed action.
- Chair that part of the meeting at which the Chair is elected.
- Record attendance and take action regarding any Governor absences.

#### **School Responsibilities**

- Contribute to and support the overall aims and ethos of the schools and the Trust.
- Participate in training and other learning activities as required.
- Participate in performance management and development as required by the Trust's policies and procedures.
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Be aware of, and comply with, the health and safety legislation and other requirements that are relevant to the post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with Safeguarding requirements in protecting the welfare of children and young people and undertake mandatory safeguarding training.

#### **Skills and Attributes**

A Clerk should be able to demonstrate a good selection of the skills/attributes set out below:

##### Core skills and competencies of a Clerk

- Good understanding of the environment in which the Trust is operating and wider education policy
- Personal integrity
- Strong communication skills
- Good organisational skills
- To attend meetings and be prepared to contribute to discussions

##### Behaviour and values

- Understand and support the Trust's vision for education
- To support the Trust and its school's in public and act as an ambassador for the Trust
- To be respectful of the views of others and be open to new ideas and thoughts
- Observe confidentiality when necessary
- To commit to training and skills development

##### Equality and Diversity

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation, or religious belief
- Support people to express their individuality and uniqueness in all areas of life.

*The above are the key accountabilities as currently defined but this is not an exhaustive list; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

**Signed by post holder:**

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**Date:**

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