## Job Description

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| Job Title: | Clerk to the Governing Body |
| Reference: |  |
| Reports to: | Chair of Governors |
| Responsible for: | No Line management |
| Salary range: | £28.00 per hour, approx. 60 days per year |
| Contract: |  |

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| Main purpose of the role: | The Clerk to the Governing Body will be accountable to the governing body, working effectively with the Chair of Governors, and with the Principal and other Governors. The clerk will be responsible for advising the governing body on constitutional and procedural matters, duties and powers and will work within the current legislative framework. You will secure the continuity of governing body business and observe confidentiality at all times. The role will also include meetings between SEN and the safe guarding subcommittee, the governors review panel and the AGM. |
| Main duties: | 1. Work effectively with the chair and Principal before the governing body meeting to prepare a clear agenda.
2. Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings
3. Act as the first point of contact for governors with queries on procedural matters.
4. Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body.
5. Take accurate minutes
6. Inform the Governing Body of any changes to its responsibilities as a result of changes in the relevant legislation
7. Offer advice on best practice in governance, including on committee structures and self-evaluation
8. Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
9. Advises on the annual calendar of Governing Body meetings and tasks
10. Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
11. Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
12. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal and governing body.
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|  | **Essential** | **Desirable** |
| Qualification | * Hold a good honours degree or equivalent.
* 5years + administration experience.
* Experience of working with Senior stakeholders.
 | * Previous clerk to governing body experience.
* To have completed the National Training Programme for Clerks to Governing Bodies or its equivalent
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| Experience | * Proven strong effective leadership and people management skills.
* Ability and commitment to lead the Academy’s drive to secure a transformational change in aspiration and standards.
* A strong awareness of whole school and wider educational issues and current developments
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| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders.
* Demonstrable ability to communicate effectively in both oral and written form.
* Creative and innovative.
* Excellent facilitation and presentation skills.
* Data and IT literate with good IT skills.
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
* Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
* Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities.
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
* A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
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