

Job Description and Person Specification

**Clerk to Governors**

**(Primary)**



Joy Lane Primary Foundation School’s

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**Job Description for Clerk to Governors**

**Introduction:**

Joy Lane Primary Foundation School are seeking to appoint a Clerk to the Governing Body. They will be accountable to the governing body, working effectively with the Chair of Governors and with the Headteacher and other Governors. The Clerk will be responsible for advising the governing body on constitutional matters. They will secure the continuity of governing body business and observe confidential requirements.

**Meetings:** the Clerk to the governing body will:

* Work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda/
* Produce, collate, and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
* Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
* Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any agreed action.
* Record all decisions accurately and objectively with timescales for actions.
* Send drafts to the chair and Headteacher for amendment/approval by the chair and upload to Teams once approved.
* Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
* Keep a minute book or file of signed minutes as an archive record
* Facilitate the part of the meeting at which the chair is elected.



**Membership:** the clerk will:

* Maintain a database of names, addresses and category of governing body members and their term of office.
* Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
* Maintain copies of current terms of reference and business interests.
* Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organized in a timely manner.
* Inform the governing body of any changes to its membership.
* Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
* Check with the School that a DBS disclosure has been successfully conducted on all new appointees and re-appointees.

**Advise and information:** the clerk will:

* Advise the governing body on procedural issues.
* Have access to appropriate legal advice, support, and guidance.
* Once training has been completed, act on governing body’s agreed policy to support new governors.
* Maintain records of governing body correspondence.

**Professional Development:** the clerk will ensure that they have completed appropriate training as directed by the Chair of Governors.

**Hours and Pay:**

The Clerk will need to be available for 5 Full Governing Body meetings and 6 Committee meetings per academic year. Each meeting will require a commitment of ten administrative hours. Hours can be worked flexibly, subject to the overall required timescales of meeting preparation and generation of minutes.

Full Governing Body meetings are held between the hours of 4pm-6pm  
Committee Meeting are held between the hours of 3.45-5.45pm

The role will be set up on a zero-hour contract paid at an hourly rate of £16 per hour.



**Person Specification**

**Skills, knowledge, and aptitudes**

* Good listening, oral and literacy skills
* Writing agendas and accurate concise minutes
* ICT including keyboarding skills
* Organising their time and working to deadlines
* Organising meetings
* Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners
* Using the internet to access relevant information
* Knowledge of Governing Body procedures\*
* Knowledge of educational legislation, guidance, and legal requirements\*
* Knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, the Local Authority
* Knowledge of Data protection legislation\*

\*Training will be given

**Qualifications and Training:** the clerk should:

* Be able to demonstrate a willingness to attend appropriate training and development
* Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent

**Experience:** clerks should be able to produce evidence of:

* Relevant personal and professional development
* Working in an environment where experience included taking initiative and self-motivation
* Working as a member of a team

**Personal Attributes:** the clerk should:

* Be a person of integrity
* Be able to maintain confidentiality
* Be able to remain impartial



* Have a flexible approach to working hours
* Have a cheerful outlook to personal development and training
* Have good interpersonal skills

**Specific requirements:** the clerk should:

* Be able to work at times convenient to the Governing Body, including evening meetings
* Be able to travel to meetings
* Be available to be contacted at mutually agreed times
* On occasion, you may be required to minute specialist panel meetings for which additional renumeration will be paid.