

Chevening (St Botolph's) CE Primary School

Job Description for Clerk to the Governors

Job Title: Clerk to Governors

Reports to: Chair of Governors

Purpose of Job

Organise and clerk meetings of the Full Governing Board and its four committees: Learning & Development, Steering, Resources and Admissions. Draft agendas, take notes and produce minutes of meetings, maintain information on membership information on GovernorHub, and advise the Governing Board on procedural and legislative matters.

Main duties and responsibilities:

- Prepare the agenda, at least seven days in advance of meetings, for the Governing Board and its committees in consultation with the Chair of Governors and Headteacher.
- Maintain attendance records for meetings and notify the meeting of any apologies.
- Attend, take accurate notes and type up the minutes of the meetings. Upload the official minutes so that public copies of the minutes can be made available at the school for inspection on request in accordance with legal requirements. Ensure minutes are a comprehensive record of discussion, decisions and attendance. Ensure Governor records/information are accurately maintained on school website.
- Receive correspondence on behalf of the Governing Board and ensure necessary and appropriate action is taken, producing correspondence on behalf of the Governing Board as directed, to ensure that the meetings and business of the Governing Board is properly administered.
- Arrange or issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA and Diocese of all resignations and appointments and maintain a register of Governor's business interests. Make sure meetings are quorate and inform the meeting if they are not. Notify the Chair of any vacancies or if any governor terms of office are up for renewal.
- Act as secretary to the Governing Board at the Charity Commission ensuring that the records are accurately maintained.
- Arrange for a welcome/induction information pack to be sent to newly appointed Governors including details of their terms of office.
- Support the Chair of Governors in liaising with Board Members eligible for election to a chair or vice chair vacancy to determine whether they are willing to be candidates. List on the agenda, at which the election is to be held, those who are willing to be candidates, and act as non-voting Chair of Governors for the part of a meeting at which the Chair of Governors is elected to ensure that membership of the board is in accordance with legal requirements.
- Minute employee hearings and appeals conducted by the Governing Board Committee panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained as evidence on which important employment decisions are made.
- Advise the Governing Board on procedural and regulatory issues providing support and guidance as appropriate. Ensure that all new Governors have access to find all relevant information to ensure that the Governing Board acts within statutory requirements. Attend training as appropriate.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Necessary Criteria

* Skills, knowledge and aptitudes

- Good general standard of education with excellent listening, verbal and written skills.
- Experience of organising meetings, writing agendas and taking accurate, concise minutes.
- ICT literacy including the ability to produce a range of documents and reports using Microsoft Office applications.
- Ability to work on own initiative with good time management skills. Must be able to work to deadlines.
- Must be able to keep accurate records, retrieve information and disseminate information to Governing Board and relevant partners.

* Qualifications and training

- To be able to demonstrate a willingness to attend appropriate training and development.

* Personal Attributes

- Must be a person of integrity and be able to maintain confidentiality.
- Must be a person who can remain impartial and have good interpersonal skills.
- Must be able to work flexible hours and have openness to learning and change.
- Must be sympathetic to the needs of others and have a positive attitude to personal development and training.

Job Context

The post holder will work closely with the Chair of Governors and Headteacher.

The Clerk will work within the current legislative framework and secure the continuity of Governing Board business and observe confidential requirements.

The Clerk will need to liaise with appropriate partners such as the Local Authority and Rochester Diocese Board of Education.