

## Job Description

---

**Job title:** Governance Clerk  
**Reports to:** Governance Professional  
**Location:** Leigh Academies Trust

### Key Responsibilities

- Attend face to face and some virtual meetings and produce accurate minutes, evidencing challenges, including indicating who is responsible for any agreed action. Record all decisions accurately and objectively with timescales for actions according to LAT expectations and house style.
- Attend and take notes of student exclusion hearings and complaint panels in order to prepare decision letters and concise minutes.
- Chair part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Provide statutory guidance to governors (training will be provided)
- Ensure meetings are quorate.
- To carry out any other duties commensurate with the grade and general responsibilities of the post.

### The successful candidate must:

- have experience of attending, minuting and transcribing minutes of meetings to a high standard within a business, local government or educational setting;
- have a willingness to keep abreast with current educational developments and legislation;
- attend training as required;
- be independent, a person of integrity with strong interpersonal skills, organisational skills and a positive attitude;
- be organised and have the ability to work to tight deadlines, flexible and adaptable to suit the needs and requirements of the Trust and confident in communicating with all levels; and
- have a driver's licence and own transport to attend face to face meetings.

### It would be desirable if the successful candidate:

- is knowledgeable about governance procedures and educational legislation and guidance;
- has a genuine interest in school governance; and
- has experience of using Google Suite including Google Docs or a willingness to learn in order to carry out their new role.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.