**BIRTLEY HOUSE INDEPENDENT SCHOOL**

**Job Description**

# Job Title: Clerk to Governing Body

# Hours/Weeks: 30 hours per annum

# Salary: £35 per hour

# Responsible to: Chair of Governor

# Purpose:

# To provide high-quality administrative and governance support to the Governing Body, ensuring efficient operation, compliance with statutory and regulatory requirements, and the effective support and challenge of the school in line with the Scheme of Delegation.

# Key Responsibilities

## Governance & Compliance

* Advise on duties, powers, and compliance with the Scheme of Delegation and Terms of Reference.
* Ensure governors are aware of statutory policies and their responsibilities.
* Maintain registers of interests, attendance records, and training logs.
* Ensure compliance with data protection legislation (GDPR) in all governance matters.

## Administration of Meetings

* Work with the Chair and Headteacher to draft agendas aligned with priorities.
* Circulate agendas and papers within agreed timescales.
* Attend meetings, record high-quality minutes with clear actions and responsibilities, and circulate promptly.
* Follow up on agreed actions and maintain secure and accurate records of meetings and decisions.
* Maintain a schedule of meetings, statutory returns, and key governance deadlines.

## Support for Governors

* Coordinate governor induction.
* Signpost governors to training and record CPD undertaken.
* Provide ongoing advice on procedural and constitutional matters.
* Follow up on agreed actions and maintain secure and accurate records of meetings and decisions.
* Maintain a schedule of meetings, statutory returns, and key governance deadlines.

## Communication and Liaison

## Ensure decisions, actions, and monitoring outcomes are communicated clearly to relevant stakeholders.

## Facilitate the two-way flow of information between governors, the school, and, where appropriate, external bodies.

## Support a consistent and inclusive approach to governance.

## Confidentiality and Safeguarding

## Maintain strict confidentiality regarding all matters discussed at meetings and in correspondence.

## Ensure that all governance activities promote and safeguard the welfare of pupils in line with the school’s safeguarding policies.

## Other Duties

## Undertake any other reasonable duties as requested by the Chair of Governors or Headteacher, compatible with the role and grade.

## Maintain own professional knowledge of governance legislation and best practice.

## Commitment to Equality and Inclusion

## Support and promote equality, diversity, and inclusion in all aspects of governance and administration.

## Other

* In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership.

### We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Post holder: ……………………………………………………….

Signed: …………………………………………………………Date: ………………………