

# Governance Professional (Level 3)

## Job Description & Person Specification

### Job Details

**Contract Type:** Permanent  
**Weeks per year:** 38 + holiday entitlement  
**Hours per week:** 2.75 hours  
**Hours per annum:** 104.5 hours  
**Pay Scale:** Kent Scheme E (£29,176 to £30,394)  
**Reporting to:** Chair of Governors

Clerk to the Governors

Governance Professional

### Main Purpose of the Job

To organise and clerk meetings of the Board of Governors. Maintain information on the membership of the Governing Body in accordance with legal requirements. Advise the Governing Body on procedural and legislative matters.

### Main Duties & Accountabilities

1. Prepare the agenda for meetings of the full Governing Body and its committees in consultation with Chair of Governors and Headteacher to ensure the meetings are purposeful.
2. Maintain attendance records and receive apologies for Governing Body meetings. Attend and take accurate notes of meetings maintain the official minute book to ensure that a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
3. Receive correspondence on behalf of the Governing Body and ensure necessary and appropriate action is taken, producing correspondence on behalf of the Governing Body as directed, to ensure that the meetings and business of the board is properly administered.
4. Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LEA of all resignations and appointments and maintain a register of Governors' interests and liaise with the appropriate appointing bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
5. Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office and maintain a database of names,

addresses and category of Governing Body members and their terms of office to ensure that all systems are properly administered.

6. Liaise with all Governors 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 have said that they are willing and act as non-voting Chair of Governors for that 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.
7. Minute employee hearings and appeals conducted by the Governing Body Committee panels as necessarily and promptly produce and distribute notes to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
8. Advise the Governing Body on procedural issues and obtain and share legal advice, support and guidance as appropriate. Ensure that new Governors have a copy of the DfES Guide to the law and other relevant information to ensure that the Governing Body acts with statutory requirements.
9. Take action on Governing Body's agreed policy to support new Governors, taking account of the Guidance for Head Teachers and Chair of Governors on the National Training Programme for New Governors and induction materials/courses made available by LEA's and others to ensure new Governors are acting appropriately and effectively.
10. Advise on the requisite contents of the school prospectus and annual report to parents. Also ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the Governing Body to ensure that the Governing Body fulfils its statutory obligations.
11. Attend termly briefings and participate in professional development opportunities, keep up to date with current educational developments and legislation affecting school governance in order to support the Governing Body effectively.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Person Specification

	<b>Criteria</b>
<b>Qualifications</b>	<p>Successfully completed the National Training Programme for Clerks to Governing Bodies or its equivalent.</p> <p>Good general standard of education with excellent listening, verbal and written skills.</p>
<b>Experience</b>	<p>Experience of organising meetings, writing agendas and accurate concise minutes.</p> <p>Must be a person of integrity and be able to maintain confidentiality.</p> <p>Must be able to work flexible hours.</p>
<b>Skills And Abilities</b>	<p>Ability to work on own initiative. Good time management skills required and must be able to work to deadlines.</p> <p>Must be able to keep accurate records, retrieve and disseminate information to Governing Body and relevant partners</p>
<b>Knowledge</b>	<p>Knowledge of Governing Body procedures, educational legislation and legal requirements together with the respective roles and responsibilities of the Governing Body, Headteacher, the LEA, DfES and Church Authorities (if appropriate).</p> <p>Knowledge of Equal Opportunities, Human Rights and Data Protection legislation.</p>