

## **Job Description: Clerk to Local Governing Body**

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<b>Base:</b>	<b>Fordcombe Primary School</b>  <b>Note – this role may require travel between school sites</b>
<b>Grade:</b>	<b>£9.36 per hour</b>
<b>Responsible to:</b>	<b>Clerk to Trustees</b>
<b>Working Time</b>	<b>Casual Relief Contract – flexibility will be required to meet the demands and meeting schedule of the Local Governing Body</b>

### **Purpose of Role:**

To ensure the efficient and effective functioning of the Local Governing Body at assigned schools within the Tenax Schools Trust, by providing administrative and organisational support; and guidance to ensure that the board works in compliance with the appropriate legal and Trust framework, processes and procedures of governance.

### **Summary of Key Responsibilities:**

1. Prepare the agenda for meetings of the Local Governing Body in consultation with Chair of Governors and Headteacher so that recipients receive them and supporting papers at least seven clear days in advance of meetings.
2. Working effectively with the Chair, ensure the meetings are purposeful and in line with the delegated responsibilities of the LGB and in accordance with the Tenax governance plan and standard reporting requirements.
3. Record the attendance of governors at meetings and take appropriate action with regard to absences. To advise the governing body of non- attendance of governors.
4. Take notes of the LGB meetings and to prepare accurate minutes, recording all decisions accurately and objectively with timescales and who is responsible for any agreed action. Ensure public copies of the minutes are made available at the school for inspection on request.
5. Liaise with the Chair prior to meetings to receive an update on progress of actions agreed previously.
6. Receive correspondence on behalf of the LGB and ensure necessary and appropriate action is taken, and produce correspondence on behalf of the LGB as directed.

7. Issue letters of appointment and declarations to Governors. Liaise with the Trust Clerk on all resignations and appointments to ensure membership is in accordance with legal and Trust requirements.
8. Maintain a register of Governors' interests.
9. Arrange for a welcome pack/letter in consultation with the Trust Clerk to be sent to newly appointed Governors.
10. Maintain a database of names, addresses and category of LGB members and their terms of office to ensure that all systems are properly administered.
11. Ensure that current and approved policies are in place and in line with Tenax's policy and governance arrangements and that they are published on the school website and that a file is kept in the school of policies and other school documents approved by the LGB.
12. Maintain a skills audit for the LGB.
13. Minute hearings and appeals conducted by the LGB Committee panels as necessary and promptly produce and distribute notes to attendees to ensure an accurate record is maintained.
14. Perform any other reasonable site task as directed by the Trust Clerk, Chair of Governors or Trust's Company Secretary, to ensure effective governance.

**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.

**Person Specification: Clerk to Local Governing Body**

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants must note that all staff are required to share our commitment to safeguarding and promoting the wellbeing of all the pupils and students in our communities and support the ethos of our Trust.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum of C grade GCSE or equivalent passes in English and Mathematics</li> <li>• Strong empathy with the aims and ethos of the school and its values</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of organising meetings, writing agendas and accurate concise minutes</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Literacy and numeracy skills.</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Microsoft Office applications, including Office 365 and database functions.</li> <li>• Uphold confidentiality, integrity and impartiality as well as punctuality and reliability</li> <li>• Interpersonal, organisational and administrative skills.</li> <li>• Excellent listening, verbal and written communication skills</li> <li>• Ability to develop and maintain effective computerised and manual filing systems.</li> <li>• Excellent time management skills and ability to organise and prioritise workload to achieve deadlines.</li> <li>• Ability to investigate complex queries and anomalies when required.</li> <li>• Ability to take accurate notes and minutes of meetings, and keep accurate and complete records, with attention to detail.</li> <li>• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the staff, agencies and managers concerned.</li> <li>• Co-ordination skills when arranging meetings and appointments.</li> <li>• Commitment to equalities and the promotion of diversity and the safeguarding of young people in all aspects of working.</li> </ul>

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<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of Safeguarding practices as relevant to the Clerk’s role</li> <li>• Knowledge of the Trust’s Record Retention Policy and freedom of information protocols. Awareness of the requirement for this policy and protocol.</li> <li>• Knowledge of a range of IT systems, including Microsoft Office applications.</li> <li>• Knowledge of computerised and manual filing systems when applied to Governance</li> <li>• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety and Data Protection</li> </ul>
<p><b>Other Criteria</b></p>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours, including being available to be contacted at mutually agreed times</li> <li>• Be able to work at times which are convenient to the Governing Body, including attendance at evening meetings</li> <li>• Be able to travel to meetings</li> </ul>

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