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**Pembury Primary School**

**Job Description – Clerk to the Governors**

**Purpose of Job:**

To perform the duties of the clerk to the Governing Body in preparing draft agendas, taking notes to then prepare minutes, maintain information on membership, and advise the Governing Body on procedural and legislative matters.

**Principal accountabilities**:

* Prepare the agenda for meetings of the full Governing Body in consultation with the Chair of Governors and Headteacher to ensure the meetings are purposeful.
* Attend and take accurate notes of the meetings, maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is maintained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
* Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA of all resignations and appointments and maintain a register of Governor’s interest and liaise with the appropriate bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
* Maintain attendance records and receive apologies for Governing Body meetings. Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office and ensure that all systems are properly administered.
* 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 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 Body Committee panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
* Advise the Governing Body on procedural and regulatory issues providing support and guidance as appropriate. Ensure that all new Governors have a copy of the Governors’ handbook and other relevant information to ensure that the Governing Body acts within statutory requirements.
* Attend termly briefings and participate in professional development as required.

Person Specification:

Qualifications:

* The successful candidate is likely to be educated to at least GCSE level, or equivalent, particularly in English and Mathematics.
* Speedwriting/shorthand experience is desirable.
* Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet.
* Demonstrate a willingness to attend appropriate training and development.

Experience:

* Previous experience or organising meetings, writing agendas and taking accurate, concise minutes.

Skills & Abilities

* Highly effective written and verbal communication skills
* Ability to work on own initiative with good time management skills and able to work to deadlines
* Excellent record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners
* Good interpersonal skills
* Positive attitude to personal development and training
* Confidentiality

Special Requirements

* Be able to work at times which are convenient to the Governing Board, including evening meetings
* Be able to travel to meetings
* Be available to be contacted at mutually agreed times

**Conditions**

* Part-time, school term time.
* Normal hours, 110 hours per annum.
* The salary will be Kent Range 6 £19223 pro rata and will be dependent on qualifications and experience.

Pembury Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

Agreed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Holder

Agreed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_