

Job description for Clerk to Trust Primary Schools (Riverside and Twydall)**Reporting to: Trust Chair****Main purpose of role is to:**

Provide advice to the Local Governing Boards (LGB's), on governance, constitutional and procedural matters to support them exercising their governance functions¹:

1. Provide effective administrative support to the LGB's and any sub-committees
2. Ensure the Boards are properly constituted
3. Manage information effectively in accordance with legal requirements
4. Provide a professional conduit for effective communication between Headteachers, Chairs of Governors and all other stakeholders

Main responsibilities and tasks

1. Effective administration of meeting
 - With the Chairs & Headteachers prepare an annual calendar of primary meetings and tasks to provide focused agendas for the LGB's meetings and committee meetings
 - Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
 - Ensure meetings are quorate
 - Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
 - Draft minutes of LGB and committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Headteacher
 - Circulate the reviewed draft to all governors and Headteacher within the timescale agreed with the Trust
 - Follow-up any agreed action points with those responsible and inform the Chair of progress
2. Provide advice to the LGB's
 - Advise the LGB's on governance and procedural matters where necessary before, during and after meetings
 - Act as the first point of contact for governors with queries on procedural matters;
 - Have access to appropriate advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust and LGB's;
 - Inform the LGB's of any changes to its responsibilities as a result changes in the relevant legislation
 - Offer advice on best practice in governance, including on committee structures and self-evaluation

¹ In accordance with the Department of Education's Clerks Competency Framework

- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of school staff
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular Chair of governors
- Advise governors in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner; Assist with the elections of parent and staff governors
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and uploaded onto the trust and school website
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by governors of the LGB; and
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the LGB's on succession planning (of all roles, not just the Chair)

3. Manage Information

- Maintain up to date records of the names, addresses and category of governors and their term of office, and inform the Chair and Headteacher to ensure an update to the national database of governors Getting Information About Schools (GIAS) of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed eg on the website;
- Maintain records of LGB correspondence
- Working with school staff, ensure copies of statutory policies and other school documents approved by the Trust and LGB's are kept in the school and published as agreed, e.g., on the website

4. Effective communication and relationships

- Develop and maintain effective professional working relationships with all stakeholders
- Establish clear channels of communication for sharing board information within the organisation and external partners
- Be aware of the importance of robust and constructive challenge both in meeting and the wider organisation
- Uses knowledge of governance to contribute to board discussions on design of governance and structures to ensure they are fit for purpose and appropriate

- Establishes, in discussion with the Trust and LGB's, open and transparent vacancy filling processes and procedures for election and appointment, facilitates these where required
- Is aware of tools and methods for carrying out evaluation of board skills and co-ordinates regular skills audits and advises the Trust and LGB's on skills gaps and strategies for addressing these
- Work in partnership with the other trust clerk to ensure governance consistency across the trust

5. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

6. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust and LGB's are required to convene:

7. Other

- Maintain a timesheet to record time and work content
- Role to be delivered over various local locations
- Meetings predominantly take place in the evenings, however Trust office space is available during the school day to work from
- The role is connected to a growing Trust

CLERK TO GOVERNORS: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualification and experience		
<ul style="list-style-type: none"> Educated to at least A level standard or equivalent/or proven experience to a high standard (certificate/s to be available at interview). Experience of organising meetings and accurate minute taking. Experience of managing and maintaining accurate records and filing systems. 	<ul style="list-style-type: none"> Proven experience in a clerking role Relevant training in clerking such as National Clerks Development Programme Experience of working with school governing boards. Experience of working in a school or similar establishment. 	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with colleagues and other professionals. Ability to work constructively as part of a team, understanding school roles and responsibilities. Excellent and meticulous organisational skills. Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, other professionals. Good standard of numeracy and literacy skills. Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> Knowledge and understanding of safer recruitment requirements in schools. Knowledge of local authorities, academies and Trusts and how they operate. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to manage and deal with confidential data/issues appropriately. • Ability to provide and seek relevant advice. • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, GDPR. 		
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work when under pressure. • Able to follow direction and work in collaboration with line manager and governing boards. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance 		Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>of personal responsibility for health and safety.</p> <ul style="list-style-type: none"> • Commitment to the school's ethos, aims and its whole community. 		