**Chevening (St Botolph’s) CE Primary School**

**Job Description for Clerk to the Governors**

**Job Title**: Clerk to Governors

**Reports to**: Chair of Governors

**Purpose of Job**

Organise and clerk meetings of the Full Governing Body, Strategy Committee, Resources Committee and Admissions Committee. Draft agendas, take notes and produce minutes of meetings, maintain information on membership, and advise the Governing Body on procedural and legislative matters.

**Main duties and responsibilities:**

* Prepare the agenda, at least seven days in advance of meetings, for the Governing Body and its committees in consultation with the Chair of Governors and Headteacher.
* Attend, take accurate notes and type up the minutes of the meetings. File the official minutes at the school so that public copies of the minutes can be made available at the school for inspection on request in accordance with legal requirements. Ensure minutes are a comprehensive record of discussion, decisions and attendance.
* 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 Governing Body is properly administered.
* Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA and Diocese of all resignations and appointments and maintain a register of Governor’s business interests. Make sure meetings are quorate and inform the meeting if they are not. Notify the Chair of any vacancies or if any governor terms of office are up for renewal.
* Maintain attendance records for meetings and notify the meeting of any apologies.
* Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office.
* 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 as 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 Guide to the law and other relevant information to ensure that the Governing Body acts within statutory requirements. Attend training as appropriate.

**Necessary Criteria**

\* Skills, knowledge and aptitudes

* Good general standard of education with excellent listening, verbal and written skills.
* Experience of organising meetings, writing agendas and taking accurate, concise minutes.
* ICT literacy including the ability to produce a range of documents and reports using Microsoft Office applications.
* Ability to work on own initiative with good time management skills. Must be able to work to deadlines.
* Must be able to keep accurate records, retrieve information and disseminate information to Governing Body and relevant partners.

**\*** Qualifications and training

* To be able to demonstrate a willingness to attend appropriate training and development.

**\*** Personal Attributes

* Must be a person of integrity and be able to maintain confidentiality.
* Must be a person who can remain impartial and have good interpersonal skills.
* Must be able to work flexible hours and have openness to learning and change.
* Must be sympathetic to the needs of others and have a positive attitude to personal development and training.

**Job Context**

The post holder will work closely with the Chair of Governors and Headteacher.

The Clerk will work within the current legislative framework and secure the continuity of Governing Body business and observe confidential requirements.

The Clerk will need to liaise with appropriate partners such as the Local Authority and Rochester Diocese Board of Education.