



# Senacre Wood Primary School

**Job Title:** Clerk to the Governing Body

**Responsible to:** Chair of Governors

**Grade:** Kent Range 6

<b>Clerk to the Governing Body (GB)</b>	
<b>The main responsibilities of the Clerk are:</b>	
a.	To work effectively with the Chair of Governors (CoG), the other governors and Headteacher to support the GB.
b.	To advise the GB on constitutional and procedural matters, powers and duties.
c.	To convene GB meetings where necessary and make sure all meeting documents are sent out a week in advance of meetings.
d.	To attend all GB meetings and ensure that accurate minutes are taken.
e.	To follow up decisions and actions agreed at GB meetings and to keep track of progress.
f.	To maintain a register of Business Interests.
g.	To maintain a register of members of the GB and report vacancies to the GB.
h.	To maintain a register of attendance and report on non-attendance to the GB.
i.	To give and receive notices in accordance with relevant regulations.
j.	Receive correspondence on behalf of the GB and ensure appropriate action is taken, producing correspondence on behalf of the GB as directed, to ensure that the meetings and business of the GB is properly administered.
k.	Ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
l.	Advise the GB on procedural and regulatory rules, providing support and guidance as appropriate.
m.	Ability to work on own initiative with good time management skills and able to know and work to deadlines.
n.	Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office. Maintain a database of names, addresses and category of GB members and their terms of office and ensure that all systems are properly administered.
o.	Ensure that new Governors have a copy of the DfE Guide to the law and other relevant information to ensure that the GB acts with within statutory requirements.
p.	To undertake appropriate training and development activities.
q.	To perform such other functions as may be determined by the GB from time to time, in line with the specifications of the position.
<b>Clerk's Induction - key elements:</b>	
a.	Helping the clerk to locate essential documentation and information.
b.	Discussing access to computer equipment and ancillaries.
c.	Discussing use of school information technology equipment or alternative means of copying documents for governors.
d.	Clarifying the use of email for communication with governors.
e.	Clarifying pay and conditions of service.
f.	Agreeing the form of appraisal for the Clerk.
g.	Agreeing release and payment of time for the Clerk's professional development, including accreditation through the BTEC qualification. This includes attendance at clerks' seminars, induction and the annual Clerks' Conference.
<b>Hours</b>	Part time, term time only – an average of 4 hrs per week.
<b>Paid by claim?</b>	No.
<b>KR</b>	6 though subject to review when required.