

## **Clerk to Governors**

### **Job Description**

**LOCATION:** Ifield Foundation Special School

**Hours:** Part-time, 10 hours per week, 39 weeks per year (term-time), plus overtime as required.

Start time: TBA

Finish time:TBA

Salary Scale: Kent Range 6/7

#### **PURPOSE OF JOB**

- To provide administrative and organisational services to the school under the management and guidance of senior staff.
- To arrange and clerk meetings of the Board of Governors.
- Maintain information on the membership of the Governing Body in accordance with legal requirements.
- Advise the Governing Body on some procedural and legislative matters.

#### **REPORTING TO:**

1. The Executive Headteacher
2. Chair of Governors
3. The Director of Finance & Resources

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provide clerical, administrative, and organisational services to the Chair of Governors, also providing support to the Executive Headteacher/SLT including drafting papers/reports/presentations, research and collating information, filing and photocopying.
- Contribute to the planning and development of administrative procedures and systems for the role of Clerk to Governors.
- Contribute to the review and development of school policies in line with statutory guidance and good practice.
- Liaise with other staff, pupils, parents/carers and external agencies, handling all sensitive and confidential matters with discretion.
- Answer enquiries received in person/by phone or via emails-responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate.
- Manage phone calls for the Executive Headteacher/SLT – screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain recording and information systems.
- Responsible for completion and submission of forms, returns etc, including those to outside agencies, as appropriate.
- Produce, and respond to, correspondence.
- Prepare the agenda for meetings of the full Governing Body and its committees in consultation with Chair of Governors and Executive Headteacher to ensure the meetings are purposeful.
- Maintain attendance records and receive apologies for Governing Body meetings.
- Attend and take accurate notes of meetings, maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
- Receive correspondence on behalf of the Governing Body and ensure appropriate action is taken, producing correspondence on behalf of the Governing Body as directed, to ensure that the meetings and business of the board 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 LEA of all resignations and appointments and maintain a register of Governors' interests and liaise with the appropriate appointing bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
- 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 updated and administered.
- Maintain a database of names, addresses and category of Governing Body members and 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 have said that they are willing and act as non-voting Chair of Governors for that 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 Committees 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 matters providing support and guidance as appropriate.
- Ensure that new Governors have a copy of the DfE Governor Handbook and other relevant information to ensure that the Governing Body acts within statutory requirements.

- Advise on the requisite content of the school prospectus and annual report to parents. Ensure that a file is kept in the school of policies and other school documents approved by the Governing Body together with their review date.
- Attend termly briefings and participate in professional development opportunities offered by Governor Support.

Ifield school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

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