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The Norton Knatchbull School

Job Description

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|  **Job Holder:**  **Job Title: Clerk to The Board of Governors** **Salary: Kent Range 7** **Responsible to: Chairman of Governors/Headteacher** **Contractual Hours: 300 hours a year, term time only** |

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| 1. **PURPOSE OF JOB**
* To organise and Clerk meetings of the Governing Body; maintain membership in accordance with legal requirements; Advise the Governing Body on procedural and legislative matters.
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|  **2. PERSON SPECIFICATION:*** Excellent organisation skills
* Experience of writing agendas and accurate concise minutes;
* Evidence of relevant personal and professional development;
* Experience working as part of a team;
* Full computer literacy with experience of using Microsoft Office Word, Excel, Outlook, and using the internet to access relevant information;
* Already attended or make a commitment to attend a Training Programme for Clerks;
* Ability to develop and maintain effective and supportive relationships with colleagues;
* Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines;
* Ability to check information is accurate;
* Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suite the audiences;
* Good listening, oral and literacy skills;
* Ability to approach all confidential matters with discretion, sensitivity and diplomacy;
* The capacity to remain calm and to cope with the unexpected;
* Committed and enthusiastic;
* Confident, positive and flexible attitude
* Commitment to maintaining confidentiality;
* Ability to demonstrate a willingness to attend appropriate training and development;
* Ability to understand and demonstrate commitment to Work within and promote compliance with the School’s Equal Opportunity and Diversity Policy;
* Ability to work flexible hours, Governors meetings in the evenings;
* Knowledge of Governing Body procedures, educational legislation and legal requirements together with the respective roles and responsibilities of the Governing Body, Headteacher, and DfE;
* Able to work under pressure and use own initiative.
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| 1. **DIMENSIONS**

**No Budget****No Subordinates**The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body. |

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| 1. **PRINCIPAL ACCOUNTABILITIES:**
* Prepare agendas for meetings of Full Governing Body and its Committees in conjunction with the Chair of Governors and Headteacher.
* Maintain attendance records, attend all meetings and take accurate minutes to ensure an official record is recorded and approved in accordance with legal standards.
* Receive correspondence on behalf of the Governing Body and take appropriate action, producing correspondence as directed by the Governing Body, to ensure that the meetings and business of the Governing Body is properly administered.
* Maintain records of committee memberships and their terms of reference, liaising with the LA with regard to resignations and appointments, maintain register of governors interests, liaising with appropriate appointing bodies concerning vacancies, ensuring membership of the Governing Body 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 maintain a database of names, addresses and category of Governing Body members and their terms of office to 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 Committee panels as necessary and promptly produce and distribute notes to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
* Advise the Governing Body on procedural issues and obtain and share legal advice, support and guidance as appropriate. Ensure that new Governors have a copy of the DfES Guide to the Law and other relevant information to ensure that the Governing Body acts with statutory requirements.
* Take action on The Governing Body’s agreed policies to support all Governors, taking account of available statutory legislation and best practice guidance, to ensure all Governors are acting appropriately and effectively, complying with the Governors Code of Conduct.
* Advise on the requisite contents of the school prospectus and annual report to parents. Also ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the Governing Body to ensure that the Governing Body fulfils its statutory obligations.
* Attend termly briefings and participate in professional development opportunities, keep up to date with current educational developments and legislation affecting school governance in order to support the Governing Body effectively.
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| 1. **SCOPE FOR IMPACT:**
* The Clerk to the Governors has a significant impact on the work of the Governing Body and consequently the effective leadership of the school.
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| 1. **JOB CONTEXT:**
* The post holder liaises weekly with Chair of Governors, Headteacher and Committee Members on all matters relating to the Governance of the School.
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|  **SAFEGUARDING**The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy. **HEALTH SAFETY**To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health& Safety Policy. |

Agreed By ................................................................................. Date....................................

Job Title

Agreed By ................................................................................... Date.....................................

Headteacher