**JOB SPECIFICATION**

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

**Job Purpose:** To support the Governing Body in achieving their expectations. To

 provide advice to the Governing Body on procedural and legislative

 matters. To maintain Governing body membership records and support

 membership issues. To manage information on behalf of the Governing

 Body, organising and clerking all meetings of the Board of Governors.

**Responsible to:** Chair of Governors

**Salary:** KCC Kent Range 7

**Hours/Weeks Work:** Equivalent of 10 hours per week, term time only

**Specific Accountabilities:**

* Prepare and distribute the agenda and associated paperwork for meetings of the full Governing Body and its committees in consultation with Chair of Governors and Headteacher, to ensure the meetings are purposeful. Ensuring statutory requirements are met and liaise with those preparing papers to ensure they are available on time.
* Maintain attendance records and receive apologies for Governing Body meetings. Attend and take accurate notes of meetings.
* Maintain the official minute book to ensure that 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. Ensure meetings are quorate and circulate papers as agreed by the Governing Body and follow up agreed action points and inform chair of progress.
* 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 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 if 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
* Conduct skills audit and advise governing body of results.
* Assist with elections of parent and staff governors. 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. Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.
* 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.
* Clerk any statutory appeal committee panels the Governing Body is requires to convene.
* 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. Act as the first point of contact for governors with queries on procedural matters, informing them of any changes of responsibilities as a result of a change in school status or changes in the relevant legislation.
* Take action on Governing Body’s agreed policy to support new Governors, taking account of the Guidance for Head Teachers and Chair of Governors on the National Training Programme for New Governors and induction materials/courses made available by LEA’s and others to ensure new Governors are acting appropriately and effectively.
* Advise on the requisite contents of the school prospectus, school website and annual report to parents.
* Ensure that statutory policies and other school documents are 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.

**General Accountabilities:**

* Proof read documents to ensure accuracy
* To handle all sensitive and confidential matters with discretion
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* To contribute to overall ethos, work and vision statement of the school
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

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**CLERK TO GOVERNORS**

**PERSON SPECIFICATION**

**Qualifications:**

* NVQ Level 2/3 equivalent
* Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent

**Experience:**

* Experience of undertaking a range of administrative duties at a senior level
* Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies.

**Skills and Abilities:**

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| * Good interpersonal, listening, oral and literacy skills
* Ability to work with a high degree of accuracy and attention to detail.
* Able to plan, organise and prioritise work efficiently and effectively.
* ICT including keyboarding skills
* Ability to write agendas and take/produce accurate minutes of meetings
* Good time management skills / able to work to deadlines and to take responsibility for own work with little or no supervision.
* Able to use own initiative to solve problems and respond proactively to unexpected situations.
* Able to deal calmly, tactfully and effectively with a range of people.
* Ability to show sensitivity and objectivity in dealing with confidential issues.
* Must be a person of integrity and be able to maintain confidentiality.
* Have a flexible approach to working hours
* Willing to attend appropriate training and development
* Able to develop and maintain contacts with outside agencies e.g. departments of the LA, DfES and other organisations associated with the school
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**Desirable Requirements:**

Knowledge of education legislation, guidance and legal requirements.

Knowledge of governing body procedures

Knowledge of the respective roles and responsibilities of the governing body, the head teacher, the LA and the DfES.

Knowledge of Equal Opportunities and Human Rights legislation

Knowledge of Data Protection legislation

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.