

Job Description

| | |
|-----------------|--|
| Job Title: | Clerk to the Governing Body, Bishops Down Primary School |
| Responsible to: | Chair of Governors |
| Grade: | Kent Range 6 |
| Hours: | 100 hours per annum approx. |

Job Purpose

To perform the duties of the clerk to the Governing Body: 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/ Responsibilities

1. Prepare the agenda for meetings of the full Governing Body and its committees in consultation with the Chair of Governors, Headteacher and Committee Chairs.
2. Attend and take accurate notes of the meetings, maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is maintained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
3. Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA of all resignations and appointments and maintain a register of Governor's interest and liaise with the appropriate bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
4. Maintain attendance records and receive apologies for Governing Body meetings. 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 administered.
5. 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.
6. 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 of evidence on which important employment decisions are made.
7. 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.
8. Attend termly LA briefings/ on-going Clerk training.

Person Specification – (Clerk to Governors)

| | |
|-----------------------------|---|
| Qualifications | <ul style="list-style-type: none"> • Good general standard of education • Demonstrate a willingness to attend appropriate training and development |
| Experience | <ul style="list-style-type: none"> • Experience of organising meetings, writing agendas and taking accurate, concise minutes |
| Skills and abilities | <ul style="list-style-type: none"> • Excellent verbal and written skills • Ability to work on own initiative with good time management skills. Must be able to work to deadlines • Good record keeping, information retrieval and electronic dissemination of Governing Body data/documentation to the Governing Body and relevant partners • Good interpersonal skills |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of relevant legislation • Knowledge and understanding of Data Protection and Records Management legislation |
| Behaviours | <ul style="list-style-type: none"> • Integrity • Confidentiality • Impartiality • Flexible approach to working hours • Sympathetic to the needs of others • Openness to learning and change • Positive attitude to personal development and training |
| Special Requirements | <ul style="list-style-type: none"> • Be able to work at times which are convenient to the Governing Body, including evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times |

Please note:

- The Full Governing Body meets 5 to 6 times per annum
- Committee meetings: approx. 3 per annum
- Hours worked are paid on a claim basis each month
- This job description is provided to assist the job holder to know what the main duties of the role are. It may be amended from time to time – changes will be appropriate to the grade

Bishops Down Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.