**Vacancy for Clerk to the Governing Body**  
Additional information

The Governing Body of Pembury Primary School are looking to employ a Clerk to Governing Body to assist them in the strategic leadership of our successful and popular village school.

Experience is preferred but we would be happy to employ an enthusiastic person willing to attend local training from The Education People and be supported by the Governing Body.

You need to be an outstanding administrator as you will play a vital role in:

* Organising governing body meetings
* Accurately recording our work by producing effective minutes
* Providing advice and guidance on governance and on constitutional matters, duties and powers
* Securing the continuity of business

Flexibility is important as some hours will be during the school day and others in the evening. Some of the work can be completed from home, although attendance at school is required for meetings. (During Covid all meetings are being held virtually).

Being able to work at home, under your own initiative, is an essential part of the job as you will be managing deadlines and updating and keeping accurate written and electronic records.

A key part of your role will be the ability to remain impartial, comply with data protection legislation and maintain confidentiality.

**Your responsibilities:**

* Prepare the agenda for meetings of the full Governing Body in consultation with the Chair of Governors and Headteacher to ensure the meetings are purposeful
* Collect & support online collation & circulation of meeting papers
* Convening and attending meetings of the Full Governing Body (currently held virtually via MS Teams)
* Attend and take accurate notes of the meetings, maintain the official minutes 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
* Maintain the online document repository (Governorhub), ensuring information is accurate & current
* 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
* 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 Governors’ handbook and other relevant information to ensure that the Governing Body acts within statutory requirements
* Attend termly briefings and participate in professional development as required

**You will ideally have:**

* Highly effective written and verbal communication skills
* Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet
* Ability to work on own initiative with good time management skills and able to work to deadlines
* Excellent record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners
* Good interpersonal skills
* Positive attitude to personal development and training
* Confidentiality & integrity as core values

**Conditions:**

* Part-time
* Normal hours, 110 hours per annum
* The salary will be Kent Range 6 (£20,858 to £22,469 FTE, dependent on qualifications and experience

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

We are an enthusiastic and friendly Governing Body and our clerk is a valuable and essential member of the team. The duties you will undertake efficiently will make a real difference to our role in school improvement. The work is interesting, varied and challenging, as well as rewarding, and we look forward to your application.

If you are interested or would like more information about this paid position please contact the school office.