

# Model Job Description – Level 2 clerk



## KENT COUNTY COUNCIL

Job Title: Clerk to Governors  
Level 2  
Reports to: Chair of Governors  
Job Holder's Name:  
Post Number:

Directorate: Education & Libraries  
Section:  
Location: Schools  
Date:  
Current Grade: KS6

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### 1. PURPOSE OF JOB

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.

### 2. DIMENSIONS

Subordinates: None  
Budget: None  
No of Meetings: 6 per year

### 3. PRINCIPAL ACCOUNTABILITIES

- Prepare the agenda for meetings of the full Governing Body and its committees in consultation with Chair of Governors and 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. 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 necessarily 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 providing 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 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.

#### 4. NECESSARY EXPERIENCE

- Good general standard of education with excellent listening, verbal and written skills.
- Knowledge of Governing Body procedures and legal requirements, together with the respective roles and responsibilities of the Governing Body, Headteacher, the LEA, DfES and Church Authorities (if appropriate).
- Experience of organising meetings, writing agendas and accurate concise minutes.
- Ability to work on own initiative. Good time management skills required and must be able to work to deadlines.
- Must be able to keep accurate records, retrieve and disseminate information to Governing Body and relevant partners
- Must be a person of integrity and be able to maintain confidentiality.
- Must be able to work flexible hours.

#### 5. SCOPE FOR IMPACT

A DfES survey has cited the role of the clerk as being important to Governing Body effectiveness and has identified better clerking as a high priority. Ofsted have commented that good leadership and effective staff management are essential if schools are to improve. The clerk to the Governors has a significant impact on the work of the Governing Body and consequently the effective leadership of the school.

#### 6. JOB CONTEXT

The post holder will work closely with the Chair of Governors and Headteacher.

The clerk will work within the current legislative framework and secure the continuity of Governing Body business and observe confidential requirements.

The Clerk will need to liaise with appropriate partners such as the LEA.

7. ORGANISATION

Chair of Governors  
[Voluntary Position]

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Clerk to Governors  
[To be evaluated]

8. CHANGE STATEMENT

A DfES study has been undertaken and a project set up to develop national job descriptions and person specifications to ensure consistency. Part of the study has also identified the need for a national training programme.

In order to move to a locally agreed standard of service, and to offer guidance to Governing Bodies of what they should expect of their clerks, this generic job description has been developed.

Agreed By ..... Approved By .....  
Job Holder Manager

Compiled By ..... Approved By .....  
Job Analyst Chief Officer / Nominee