

**Hours:** 2.5 hours per week, all year round

**Grade:** G4.11

**CLERK TO THE GOVERNORS JOB DESCRIPTION**

**DECISIONS**

* Working within clearly defined procedures with minimal opportunity for discretion, generally discretion is made within a range of set alternatives.

**CONTACTS AND RELATIONSHIPS**

* Direct and regular contact with the Chair, Governors and Headteacher.
* Some interaction with other Academy staff, parents and outside agencies.

**MAIN RESPONSIBILITIES, TASKS AND DUTIES**

* To clerk, all statutory meetings of the Governing Body, its committees and additional meetings as required.
* Take notes at meetings including clerking disciplinary panels for students and staff, and produce minutes. Distribution of minutes and supporting papers of Governors’ meetings and its committees, liaising with the Chair over the minuting of sensitive issues.
* Liaise with Headteacher\Chair of Governors regarding preparation of agenda/supporting papers, ensure standard items appear on the agenda as appropriate, e.g. the annual appointment of the Chair and Vice Chair, annual presentation of audited reports, annual report of curricula etc.
* Ensure that appropriate information is issued to all Governors within the time scales laid down.
* Advise upon the conduct of the governor’s meetings in accordance with the Education (School Government) Regulations.
* To undertake all correspondence arising from the decisions taken at both Governors’ meetings. To deal with all correspondence received in consultation with the Chair of Governors and/or the Headteacher of the school as appropriate.
* To keep a record of such meetings and correspondence and to follow them up in readiness for a report to subsequent Governors’ meetings, liaising closely with the Chair and Headteacher throughout.
* Keep a Governors’ attendance record at the Governors meetings
* To ensure that parental complaints are considered by the Governing Body in accordance with the approved complaints procedure
* To maintain a register of interests for governors.
* To administer election process (in conjunction with the Returning Officer) for staff and parent governors and to liaise with the School Business Manager in relation to identity checks, DBS applications etc.

**PURPOSE OF JOB**

The purpose of the role is to service the Governing Body. This includes preparation and distribution of agenda/minutes, attending meetings of the Governing Body, dealing with general correspondence and maintaining records of attendance and meetings etc. as well as providing advice on procedural and constitutional matters.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**

**OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**KNOWLEDGE AND SKILLS**

* Experience of taking minutes
* Keyboard skills
* Ability to use word processing software
* Qualifications equivalent to NVQ Level 2 (in an appropriate/relevant discipline) and/or other relevant work or voluntary experience
* Knowledge of School Governance Regulations

**WORK ENVIRONMENT**

* Attendance in person at the school for meetings, usually early evening with some meetings take place over TEAMS.
* Other work to be completed on a working from home basis.

**RESOURCES**

* Minimal responsibility for physical resources – standard office equipment i.e. computer.
* May include a laptop taken off the premises