



Purley Primary School

JOB DESCRIPTION

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| Authority: West Berkshire Council | Service Area: Education |
| Job Title: Clerk to Governors | Grade/Salary Range: E |

JOB PURPOSE

To ensure the continuity and effectiveness of governing board business, by providing high quality confidential administrative support, working within the governance legislative framework.

To be responsible for:

- advising the governing board on constitutional and procedural matters, duties and powers, ensuring compliance with governance legislation.
- recommending good practice.

To be accountable to the governing board, working effectively with the Chair of Governors, the Head teacher and other governors.

DESIGNATION OF POST AND POSITION WITHIN SERVICE STRUCTURE

Reports to the Chair of Governors.

MAIN DUTIES AND RESPONSIBILITIES

- * Prepare and distribute purposeful timely agendas for meetings, taking account of DfE, LA and church authority issues and focussing on school improvement.
- * Keep attendance records of governors and to advise on appropriate action for absences.
- * Advise the governing board on governance legislation and procedural matters where necessary.
- * Take notes of governing board meetings in order to produce comprehensive and effective minutes, reflecting discussion and recording all decisions accurately and objectively with timescales for agreed actions.
- * Maintain an archived record of signed governing board minutes, ensuring that copies are available for inspection.
- * Keep abreast of legislation affecting school governance and current educational developments.
- * Communicate relevant information to all governors as required.
- * Act as Chair of Governors for that part of the meeting when a new Chair is being elected.
- * Maintain records of governing board membership and constitution details.
- * Liaise with Local Authority and/or Diocese to keep informed of membership

changes.

- * Maintain all records and documentation relevant to school governance business, including standing orders, statutory policies, committee membership details and terms of reference.
- * Ensure that a register of business interests is maintained (legal requirement) and updated annually.
- * Perform all pre-appointment checks on new and re-appointed governors.
- * Attend termly forums and participate in professional development opportunities.
- * Carry out any other reasonable duties relating to the post as directed.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- Requires a sound understanding of and ability to interpret School Governance Regulations regarding the function, responsibilities and authority of school governing boards.
- Will be required to communicate with national and local government officers, governors and education professionals including Head teachers on a regular basis.
- Will have access to extremely sensitive and highly confidential information which must be dealt with discretely.

IMPACT

The Governance Handbook, provided by the Department for Education, states that one of the main core features of effective governance is having the **support and advice of an independent and professional clerk.**

The National Governors' Association's Clerks' Pay and Employment Survey 2016, states it is **vital for the benefit of both the clerk and governing board that the clerk's performance is reviewed** and there should be an expectation they will have **completed some form of training specific to clerks** before they take up the role.

The Office for Standards in Education (OFSTED) are keen to see that **minutes of governing board meetings show that they are well organised and ask searching questions of leaders.**



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PERSON SPECIFICATION

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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|--|---|---|
| Qualifications And Training | NVQ Level 2/3 or equivalent English GCSE grade C or above(or equivalent) | Business or secretarial qualification ISCG Accreditation National Training Programme for Clerks |
| Competence Summary <i>(Knowledge, abilities, skills, experience)</i> | Experience of writing agendas and accurate concise minutes. Ability to maintain efficient record keeping systems. Good word-processing and emailing skills. Ability to interrogate internet. | Knowledge of school governing board legislation and procedures. A good understanding of the management processes in a school. Ability to develop and maintain contacts with outside agencies e.g. LA, church authorities, DfE |
| Work-related Personal Requirements | Good communication skills Good interpersonal skills Good organisational skills Confidentiality, tact and diplomacy Ability to remain impartial Openness to learning and change | Positive attitude to personal development and training |
| Other Work Requirements | Ability to work flexible hours including evening work Able to travel to meetings | |