



GREAT WALSTEAD
SCHOOL

Job Description

Job Title: Clerk to the Board of Governors
Responsible to: Chair of Governors

Main Purpose of role

To provide procedural and legal guidance, prepare and circulate agendas, take minutes, handle correspondence and to deal with sensitive and confidential issues regarding the school's governors. Manage the Governors annual cycle of meetings including Board, AGM and termly committee meetings. Review the terms of reference of the different committees ensuring that they are current and relevant thus ensuring the governance of the School is compliant with regulations.

Key Responsibilities

Clerk to Governor

- Ensuring, in consultation with the Chair, that the agenda and accompanying reports are prepared and circulated for Board meetings at least seven days beforehand,
- Ensuring that the minutes of Board meetings are prepared, agreed with the Chair and circulated as soon as possible after the meeting.
- Ensuring that the decisions of the Board are acted upon.
- Attend Board meetings and those sub-committees and working groups meetings that are appropriate to take the minutes and to gain knowledge in order to execute the clerk's duties effectively.
- Coordinating the booking of rooms and refreshments if required for all governors meetings.
- Keeping governors aware of appropriate training courses and seminars provided by various bodies. Make the necessary arrangements for governors who wish to attend such courses or seminars. Keep a record of the training courses and seminars attended.
- Maintaining a register of the financial interests of governors that are disclosed to the Board at its meetings.
- Provide new governors with a Welcome Pack.
- Record decisions accurately and objectively with timescales for action
- Submit drafts to the Chair and Headmaster for amendment/approval
- Notification of the Board meetings, the Annual General Meeting and any Extraordinary General Meetings, in accordance with the Articles of Association.
- Advise the governors on procedural matters.

- Maintain records of governing body correspondence
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors.
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors
- Maintain a database of names, addresses and category of governing body members and their terms of office.
- Keep up to date with current educational developments and legislation affecting school governance

Person Specification

Criteria	Essential	Desirable
Qualifications	Excellent level of literacy and numeracy	<p>A'Level or equivalent qualification</p> <p>Professional business or administration qualifications and/or relevant experience</p> <p>Attended the National Training Programme for Clerks or equivalent training available</p>
Knowledge and Experience	<p>Sound experience in minuting meetings and/or note taking</p> <p>Knowledge and experience of writing agendas and accurate concise minutes</p> <p>Excellent IT skills</p> <p>Clear communicator and manage information effectively</p>	<p>Previous experience of this role would be advantageous</p> <p>Awareness of the importance of safeguarding</p> <p>Knowledge of school governing procedures</p> <p>Knowledge of educational legislation, guidance and legal requirements</p> <p>Knowledge of the roles and responsibilities of the governing board</p> <p>Knowledge of data protection legislation</p>

Skills	<p>Confident speaking skills, especially in front of groups and able to articulate well in clear English</p> <p>Professional manner and approach</p> <p>Organising meetings and co-ordinating people</p> <p>Excellent record keeping, information retrieval, research and dissemination of data/documentation</p> <p>Excellent time management and working to deadlines</p> <p>Develop and maintain professional working relationships with internal and external contacts</p> <p>Able to cope well under pressure</p>	
Personal Qualities	<p>Have a flexible approach to working hours</p> <p>Positive and enthusiastic</p> <p>Flexible, confident and polite attitude</p> <p>Integrity, tact and diplomacy</p> <p>Have an eye for written detail</p> <p>Be confident in dealing with people in contentious, complex and sensitive circumstances</p>	

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Attendance will be required at Full Governing Body and Committee Meetings which are held at varying times of the day, including some early evenings and weekends.

Employees will be expected to comply with any reasonable request from the Chair of Governors to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by your line manager to reflect or anticipate changes in the job which are commensurate with the salary and job title.