



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Clerk to Governing Body [ADMIN LEVEL 2]</b>
<b>Working Time:</b>	15 hours per week/35 Weeks year – Term Time Only
<b>Salary/Grade:</b>	<b>GRADE 3: (Points: 5 – 9) £6452 to £6985 (Applicable from 01/04/19)</b>
<b>Hours of work:</b>	To be determined
<b>Line Manager:</b>	Chair of Governing Body
<b>DBS Disclosure Level:</b>	Enhanced with Children's Barred Checklist

**Main purpose:**

Regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Provide advice to the governing body on governance, constitutional and procedural matters.

**General Responsibility**

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures or other documentation available to all staff.

**Core Responsibilities and Tasks**

The clerk to the governing body will:

**1. Provide advice to the governing body**

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Offer advice on best practice in governance, including committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advises on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

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## **2. Effective administration of meetings**

- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/ foundation/trust as agreed by the governing body and within the timescale agreed with the governing body

## **3. Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body

## **4. Manage Information**

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

## **5. Recruitment**

When required undertake the recruitment process of staff and provide relevant guidance to senior colleagues within school.

Manage the recruitment process to include:

- Arranging adverts, organise recruitment packs, monitor recruitment emails, responding to enquiries as appropriate.
- Coordinate the interview process to include liaising with governors, staff and candidates, taking up references, and interview arrangements within school
- Issue appointment letters

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**6. Additional Services**

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Perform such other tasks as may be determined by the governing body from time to time

**Knowledge, skills, experience:**

1. Knowledge of Governance Legislation and procedural matters.
2. Experience of development, management and operation of administrative system, including full operational experience of all Microsoft Office and school MIS
3. Knowledge and understanding of relevant information systems and how to run reports
4. Shorthand qualified/ability to take minutes in a timely fashion
5. ECDL qualified or working towards Certification

**Professional Development:**

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

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