



Loving one another, building each other up

Littledean C of E Primary School

Job Description for Clerk to the Governors

Name:

Post: Clerk to the Governors **Grade:** Grade 6 point 15- 20
(£22,911 – £25,295 pa pro rata)

Hours: 1.3 hours per week term time only (50 hours per year)

Responsible to: Chair of Governors

Job Purpose:

- To act as the official channel of communication to and from the Governing Board and to enable the Governing Board to function smoothly and efficiently.

Duties and Responsibilities:

Meetings:

- To work with the Chair of Governors, Head Teacher and School Business Manager in setting the agenda for each Governing Board meeting, and to send out agendas and supporting paperwork in good time for each meeting to the governors;
- To attend all Governing Board meetings (approx. 14 per year) and take accurate notes from which to write the minutes;
- To agree the final version of the minutes with the Chair of Governors;
- To send copies of minutes to all Governors, School Business Manager, Governors services and Dioceses;
- To draft correspondence and ensure that decisions are implemented as agreed at the meeting.
- To carry out additional clerking duties as required for additional Governing Board meeting, Governor Committee meetings and appeals hearings.

Terms of Office:

- To record the attendance of governors at meetings and to advise any governor in danger of disqualification through non-attendance;
- To check on the expiry of terms of office and to advise governors in advance;
- To inform the chair of governors, LEA and diocese of resignations and appointments, and to ensure that action is taken to fill the vacancies;
- To deal with correspondence on the appointment of governors.

Administrative:

- To set up governor's hearings, interviews and appeal committees;
- Advise the Governing Board on law and procedural matters.

- To keep up to date with current developments and legislation affecting the governance of schools through attending termly clerks' briefings and training sessions as arranged by the Local Authority / Diocese.

Qualifications Experience and Personal Qualifications:

- Clerical skills including computer literacy;
- The ability to communicate effectively;
- Knowledge about governing body and LEA processes and procedures;
- Tact, honesty, discretion and the ability to work under pressure.
- To understand that confidentiality is essential to this role.

Supervisory responsibility:

- None

Support:

- The clerk is responsible to the Chair of Governors and is entitled to support from the Local Authority Governor Support Team.

Special Conditions:

- This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of grading of the post

This job description may be amended at any appropriate time following consultation between the Chair of Governors/Head teacher and Clerk, and will be reviewed annually.