



Loving one another, building each other up

Littledean C of E Primary School

Job Description for Minute Taker for the Governing Board

Name:

Post: Minute Taker **Grade: 5**

Hours: As per meeting schedule
approx. 12 meeting per year, usual start time of 5.30 p.m.

Responsible to: Chair of Governors

Job Purpose:

- To act as minute taker at each Governing Board meeting, producing concise and accurate minutes, with a summary of actions within 5 working days of the meeting.

Duties and Responsibilities:

Meetings:

- To attend all Governing Board meetings (approx. 12 per year) and take accurate notes from which to write concise and accurate minutes, using the schools chosen format.
- To write a summary of actions to enable the Chair, Governors, Head and SBM to work on prior to the next meeting
- To send copies of minutes and summary of actions to School Business Manager within 5 working days of the meeting,
- To carry out additional minute taking duties as required for additional Governing Board meeting, Governor Committee meetings and appeals hearings.

Qualifications Experience and Personal Qualifications:

- Clerical skills including computer literacy;
- The ability to communicate effectively;
- Tact, honesty, discretion and the ability to work under pressure.
- To understand that confidentiality is essential to this role.
- Enhanced DBS clearance

Supervisory responsibility:

- None

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 Minute Taker, and will be reviewed annually.

Reviewed: January 2024