

Clerk to the Governing Body Job Description

Hours of Work: Equivalent to 5 hours per week
Term Time (38 weeks)
These hours are to be worked on a flexible basis as required by the Governing Body

Grade: Kent Scheme 6 (points 17-20)

Responsible to: Chair of Governors
Responsible for: No Supervision Required

Purpose of the Role

- To arrange and clerk the meetings of the Federation of Dover Catholic Schools Governing Body
- To maintain up to date information on the membership of the Governing Body, in accordance with the statutory legal requirements
- To maintain accurate electronic, as well as paper documentation, including public record copies at each school
- To advise the Governing Body on some procedural and legislative matters

The position will include all of the following tasks and is subject to change as necessary to complete this role:

Main Duties and Responsibilities:

- Prepare the agenda for meetings of the Full Governing Body, and it's Committees in consultation with the Chair of Governors, Chair of the appropriate Committee and Executive Headteacher
- Maintain attendance records and receive apologies for Governing Body meetings. Attend and take accurate notes of meetings, maintain the official minutes book to ensure a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of minutes are made available at each school for inspection, on request, in accordance with legal requirements
- Receive correspondence on behalf of the Governing Body and ensure appropriate action is taken, producing correspondence on behalf of the Governing Body as directed, to ensure that the meetings and business of the board is properly administered
- Issue letters of appointment and legal declarations to Governors and maintain records of Committee membership and their terms of reference. Inform the LEA and Diocese of all resignations and appointments and maintain a register of Governors' interests and liaise with the appropriate appointing bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements

- Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office. Maintain a database of names, addresses and category of Governing Body members and their terms of office and ensure that all systems are properly administered
- Liaise with all Governors eligible for election to a Chair or Vice Chair vacancy to determine whether they are willing to be candidates, list on the agenda, at which the election is to be held, those who have said that they are willing and act as non-voting Chair of Governors for that part of a meeting at which the Chair of Governors is elected to ensure that membership of the board is in accordance with legal requirements
- Minute employee hearings and appeals conducted by the Governing Body Committees panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made
- Minute student hearings and appeals conducted by the Governing Body Committees panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important educational decisions are made
- Advise the Governing Body on procedural and regulatory providing support and guidance as appropriate. Ensure the new Governors have a copy of the DfES Guide To The Law and other relevant information to ensure that the Governing Body acts within statutory requirements
- Advise on the requisite content of the school prospectus and annual report to parents. Ensure that a file is kept of Federation policies and other Federation documents approved by the Governing Body together with a review date
- Attend termly briefings and participate in professional development opportunities offered by Governor Support

Personal Specification

	Essential Requirements
Qualifications	<ul style="list-style-type: none"> • A good general standard of education • Administrative training an advantage • Already attended, or with a commitment to attend the National Training Programme for Clerks or its equivalent
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent record keeping • Excellent listening, verbal and written skills • Ability to use relevant technology/equipment to maintain electronic records • Knowledge of Governing Body procedures and legal requirements, together with the respective roles and responsibilities of the Governing Body, Executive Headteacher, Diocese, Local Authority and DfES • Experience of organising meetings, writing agendas and accurate concise minutes
Personal Qualities	<ul style="list-style-type: none"> • Ability to work on own initiative. • Good time management skills required and must be able to work to deadlines • Must be able to keep accurate records, retrieve and disseminate information to Governing Body and relevant partners • Must be a person of integrity and able to maintain confidentiality • Must be able to work flexible hours to accommodate the requirements of the Governing Body • Well presented • Approachable with calm nature • Well organised and methodical • Dependable and flexible • Good verbal communication skills • Team player
Motivation and Expectations	<ul style="list-style-type: none"> • This person is key to the accurate record keeping and management of the Governing Body, ensuring it is compliant within the duties of the Clerk • Able to work calmly, proficiently and accurately during busy meetings, with the confidence to address the Governors when necessary to ensure you have a full understanding of the minutes being taken