

Model job description for a Clerk to Governors

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality requirements.

With regards to **meetings**, the clerk to the governing body will:

- Work effectively with the chair and headteacher before the governing body meeting to prepare an agenda taking account of DCSF, LA and church authority issues and focusing on school improvement;
- Encourage the headteacher and others to produce agenda papers on time;
- Produce, collate, and distribute the agenda and papers to ensure governors receive them 7-10 days before the meeting;
- Record attendance and take action re absences;
- Advise the governing body on governance legislation and procedural matters
- Prepare minutes of governing body meetings, indicating who is responsible for any agreed action;
- Record decisions accurately and objectively with timescales for action;
- Submit drafts to the chair and headteacher for amendment / approval;
- Issue the approved draft to all governors within the agreed timescale;
- Advise absent governors of the time, date and venue of next meeting;
- Keep a record of minutes produced;
- Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions;
- Following the approval of the minutes, at the next meeting forward a copy to the LA, and where agreed, to the appropriate church or foundation authority;
- Chair that part of the meeting at which the chair is elected.

In terms of **membership**, the clerk will:

- Maintain a database of names, addresses and category of governing body members and their terms of office;
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- 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;
- Inform the governing body, LA and church authority (if appropriate) of any changes to its membership;

- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;
- Check that Criminal Records Bureau disclosure has been successfully carried out on any governor when it is appropriate to do so.

With regards to providing ***advice and information***, the clerk will:

- Advise the governing body on procedural issues;
- Have access to appropriate legal advice, support and guidance;
- Ensure that new governors have a copy of the *DCSF Guide to the Law* and other relevant information;
- Take action on the governing body's agreed policy to support new governors;
- Advise on the contents of the school prospectus and School Profile;
- Ensure statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;
- Maintain records of governing body correspondence.

In relation to ***Professional Development***, the clerk will:

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
- Attend termly briefings and participate in professional development opportunities;
- Keep up to date with current educational developments and legislation affecting school governance.

The clerk may be asked to perform as part of their duties any of the following. These additional tasks, or ***Optional Extras***, will usually be negotiated at an extra cost:

- Clerk governing body committees;
- Assist with elections;
- Advise and support governors taking on new roles;
- Participate in and contribute to the training of governors in areas appropriate to the clerking role;
- Maintain a file of relevant DCSF, LA and church authorities documents;
- Maintain archive materials;
- Assist with the preparation of the School Profile assembling the statutory information and distributing the report;
- Prepare briefing papers for the governing body, as necessary;
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.

MODEL PERSON SPECIFICATION

This *person specification* lists the competencies expected of an experienced/fully-trained clerk.

Sections		
1	Skills, knowledge, and aptitudes	Essential Criteria <ul style="list-style-type: none"> - Good listening, oral and literacy skills; - Ability to organise time and work to deadlines; - Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners.
		Desirable Criteria <ul style="list-style-type: none"> - Writing agendas and accurate concise minutes; - ICT including keyboard skills; - Organising meetings; - Using the internet to access relevant information; - Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church Authorities and the DCSF; - Knowledge of governing body procedures; - Knowledge of educational legislation, guidance and legal requirements; - Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DCSF; - Knowledge of Equal Opportunities and Human Rights legislation; - Knowledge of Data Protection legislation.
2	Qualifications and training	Essential Criteria <ul style="list-style-type: none"> - Ability to demonstrate a willingness to attend appropriate training and development.
		Desirable Criteria <ul style="list-style-type: none"> - Already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
3	Experience	Desirable Criteria <ul style="list-style-type: none"> - Evidence of relevant personal and professional development; - Evidence of working in an environment where experiences included taking initiative and self motivation; - Evidence of working as a member of a team.

4	Personal attributes	Essential Criteria <ul style="list-style-type: none">- Person of integrity;- Ability to maintain confidentiality;- Ability to remain impartial;- Have a flexible approach to working hours;- Be sympathetic to the needs of others;- Have an openness to learning and change;- Have a positive attitude to personal development and training;- Have good interpersonal skills.
5	Special Requirements	Essential Criteria <ul style="list-style-type: none">- Ability to work at times convenient to the governing body, including evenings;- Ability to travel to the meetings;- Available to be contacted at mutually agreed times.