

## **CORNWALL COUNCIL**

### **School Based**

#### **JOB DESCRIPTION**

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| <b>Job Title:</b>                          | Clerk to the governors   |
| <b>Grade:</b>                              | E  |
| <b>Responsible to:</b>                     | Headteacher and chair of governors   |
| <b>Supervisory Responsibility:</b>         | None   |
| <b>Important Functional Relationships:</b> | <u>Internal:</u> The governing body, headteacher.<br><br><u>External:</u> School governors, LA representatives, Cornwall Council departments, other schools and colleges, suppliers of goods and services, visitors to the school. |

#### **Main Purpose of Job:**

To be responsible for the provision of effective and efficient clerking service to support the school governing body and to ensure Governors' responsibilities are undertaken professionally and in accordance with governance legislation.

#### **Main Duties and Responsibilities**

1. To work effectively with the chair and headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfES, LA (and church authority where appropriate) issues and is focused on school improvement.
2. To encourage the headteacher and others to produce agenda papers on time.
3. To produce, collate and distribute the agenda and appears so that recipients receive them at least seven clear days, and preferably ten days before Governors' meetings take place.
4. To maintain governor meeting attendance records and advise the Governing Body of non attendance of governors.
5. To advise the Governing Body on points of governance legislation and procedural matters where necessary either before, during or after meetings
6. To take notes of Governing Body meetings to prepare minutes, including indicating any agreed action points.
7. To record all decisions accurately and objectively with timescales for action.

8. To send out draft documents to the chair and headteacher for amendment/approval as required.
9. To advise absent governors of the date of the next meeting.
10. To keep a minute book or file of signed minutes and to archive records as required.
11. To liaise with the chair prior to meetings in order to receive an update on progress of action points previously agreed by the Governing Body.
12. To forward copies of approved minutes to the LA or appropriate bodies (eg: church or foundation authority).
13. To chair the meeting at the point of election of a Chair of Governors.
14. To maintain a database of names, addresses and categories of School Governors, including each Governor's term of office. To maintain lists of membership of committees, working parties and nominated governors and to keep copies of terms of references for such committees and working parties.
15. To advise governors and appointing bodies of the expiry of the term of office so as to allow for elections or appointments to be organised in a timely manner.
16. To inform the Governing Body of any changes to its membership.
17. To maintain a register of Governing Body pecuniary interests and to ensure this is reviewed annually and lodged within the school.
18. To arrange for the necessary checks, including Criminal Records Bureau disclosures, have been successfully carried out for all newly and re-appointed Governors. To arrange for a welcome pack, copy of the DfES Guide to the Law and other relevant information to be provided to newly appointed governors, including details of terms of office.
19. To ensure that statutory policies are in place in relation to the activities and procedures of the Governing Body. To maintain records of Governing Body correspondence.
20. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
21. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
22. To be responsible for your own continuing self-development, undertaking training as appropriate.
23. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: April 2003

Prepared by: Cornwall Council

**PERSON SPECIFICATION****Job Title:** Clerk to the Governors**Department:** School based**Person specification prepared by:** Cornwall Council**Date:** April 2003

| <b>ATTRIBUTES</b>                            | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  | <b>HOW IDENTIFIED</b>  |
|--|---|---|--|
| <b><u>Relevant Experience</u></b>            | Good standard of practical knowledge, skills and experience of secretarial work, including minute taking and arranging meetings.<br><br>Practical experience of word processing, e-mail & other office electronic applications.   | Experience within a school/ college environment.<br><br>Experience of SIMS.<br><br>Experience of co-ordinating School Governor services | Application form/ interview                                    |
| <b><u>Education &amp; Training</u></b>       | Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.   | Completion of the National Training Programme for Clerks.   | Application form   |
| <b><u>Special Knowledge &amp; Skills</u></b> | Good typing and word processing skills.<br><br>Good oral & written skills.<br><br>Good organisational skills.<br><br>Good communication skills.<br><br>Good minute-taking skills.   |   | Application form/ interview<br><br>Typing/word processing test |
| <b><u>Any Additional Factors</u></b>         | Professional, tactful & sensitive.<br><br>Discreet & confidential.<br><br>Ability to work on own initiative and within a team.<br><br>Enjoys working with young people.<br><br>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. |   | Interview  |

