

Children & Young People's Service
The Dales School
JOB DESCRIPTION

POST: Clerk to Governors	
GRADE: Grade F	
RESPONSIBLE TO: Chair or Governors/Governing body	
STAFF MANAGED: None	
POST REF:	JOB FAMILY:2
JOB PURPOSE:	<ul style="list-style-type: none"> To provide effective administrative support to the governing body and its committees working effectively with the chair of governors, the other governors and the headteacher to support the governing body. To advise the governing body on governance, constitutional and procedural matters, duties and powers. The clerk is accountable to the governing body. To ensure the governing body is properly constituted. To manage information effectively in accordance with legal requirements.
JOB CONTEXT:	<p>This role works closely with the head-teacher and the chair of Governors of the school(s) to ensure meetings are convened, minutes and records of attendance at the meeting are taken and kept and give and receive notices in accordance with relevant regulations</p> <p>Enhanced DBS clearance required for this post.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> In consultation with the Chairman and Headteacher, and having regard to previous decisions of the governing body, prepare a focused agenda. Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days and preferably ten days before the meeting Maintain a register of attendance and report this to the governing body Attend meetings of the full governing body and ensure minutes are taken, including indicating who is responsible for agreed actions. Record all decisions accurately and objectively with timescales for actions. Take follow up actions as instructed by the governing body, including the drawing up of draft minutes for approval by the chairman. Circulate draft minutes in the time scale agreed by the governing body. Ensure that the composition of the school governing body includes required parent representation. Participate in, and contribute to the training of governors in areas appropriate to the clerking role. Maintain archive materials. Prepare briefing papers for the Governing Body and committees, as necessary. Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees. Advise on the requisite contents of the school prospectus and School Profile. Clerk all Governing Body committees as and when required (including very confidential pupil discipline, staff dismissal and appeals meetings) with a higher emphasis on advisory, support and project work for the Governing Body.
Communications	<ul style="list-style-type: none"> Liaise with the Headteacher and others preparing supporting papers, making sure deadlines are met as required by legislation. Ensure meetings are quorate and advise the Governing Body on governance procedural matters where necessary before, during and after meetings. Act as the first point of contact for governors with queries on procedural matters. Advise absent governors of the date of the next meeting. Liaise with the Chair prior to the next meeting, to receive an update on progress of actions agreed previously by the Governing Body.

	<ul style="list-style-type: none"> • Advise the Governors of the requirements to complete the Registrar of business interests, maintain the register and review it on an annual basis and lodge the register at the school • Give advice and support to governors taking on new roles such as Chair or Chair of a committee. • Give and receive notices in accordance with relevant regulations. • Provide advice on best practice in governance, including committee structures • Provide advice to the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
Resource management or Skills Development	<ul style="list-style-type: none"> • Contribute to the induction of new governors, ensuring they have access to appropriate documents and aware of their terms of office and their role and responsibilities • Know how to access legal information, support and guidance when required • Keep up to date with current educational developments and legislation affecting school governance. • Achieve the standard set by the National Training Programme for Clerks to Governing Bodies or its equivalent. • Whenever possible, attend appropriate briefings and participate in professional development opportunities. • Check with the LEA and, where appropriate, the Church Authority, that DBS checks have been successfully carried out on all new appointees and re-appointees.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Know about data protection issues in the context of your role. • Understand that different confidentiality procedures may apply in different contexts. • Have an awareness and basic knowledge where appropriate of the most recent legislation. • Support school governing bodies to meet their statutory responsibilities in respect of safeguarding children & young people
Systems and Information	<ul style="list-style-type: none"> • Maintain a database of names, addresses and category of governing body members and their term of office • Maintain governor meeting attendance records • Keep a minute book, or file of signed minutes, as an archive record • Maintain copies of current terms of reference and membership of committees and working parties and nominated governors, e.g. literacy. • Maintain records of Governing Body correspondence • Ensure that statutory policies are in place, and that a file is kept in school of policies and other school documents approved by the Governing Body. • Maintain a file of relevant DfES, LEA and Church Authorities (if appropriate) documents. • Ensure governing bodies have a process in place with regards to policy renewal and storage
Service Specific Requirements	<ul style="list-style-type: none"> • Support governing body to ensure that school delivers a range of educational and extra-curricular activities that promote the all-round development of children and young people.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

Flexibility	<ul style="list-style-type: none"> North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	

PERSON SPECIFICATION: JOB TITLE: Clerk to Governors Grade F

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Knowledge of organising and conducting meetings A good understanding of the regulations and legislation around schools 	<ul style="list-style-type: none"> Knowledge of Data Protection legislation Knowledge of governing body procedures and educational legislation and guidance Understanding of role of governing bodies. Knowledge of Legislation & good practice in respect of school governance.
Experience <ul style="list-style-type: none"> Substantial administrative experience Experience of writing agendas and taking accurate minutes of meetings Experience of writing reports 	
Occupational Skills <ul style="list-style-type: none"> Excellent listening, oral and literacy skills Good organisational skills and ability to work to deadlines Good ICT and keyboard skills Neatness and accuracy Ability to maintain confidentiality Ability to remain impartial Ability to work on own initiative Report writing skills 	<ul style="list-style-type: none">
Qualifications <ul style="list-style-type: none"> Level 2 or higher qualification to evidence good literacy and numeracy skills Ability to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> To have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
Other Requirements <ul style="list-style-type: none"> Ability to work at times convenient to the governing body, including evening meetings Dependability and reliability Enhanced DBS clearance 	