



## St Paul's C of E Junior School

### Job Description – Clerk to the Governing Body

School:	St Paul's Church of England Junior School
Responsible to:	Clerk to the Governing Body
Grade:	Grade 4, Point 21 £10.44 per hour in accordance with Local Government Pay Scales

#### Job Purpose

- To provide efficient, effective and confidential administrative support to the governing body in the performance of its statutory obligations.

#### Main Duties

- Provide a full range of administrative support, for the Chair, Governing Body, and the Headteacher (if applicable). This support will include dealing with confidential issues.
- After appropriate training, advise the governing body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
- Convene all governing body meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Headteacher and governing body.
- Maintain an archive signed record of the governing body minutes and send approved minutes to the LEA when required. Also, where agreed, send minutes to the appropriate church or foundation authority. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
- Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the governing body.
- Attend termly meetings arranged by the LEA, and other training seminars as required.
- Maintain a database of governor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of parent, teacher and staff governors following LEA guidance.
- Ensure the governor's annual report conforms to all statutory requirements.
- Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Headteacher, Chair and governing body on the wide range of routine and complex issues.
- Maintain records of current terms of reference and membership of committee and working parties and nominated governors e.g. literacy.
- Carry out any other reasonable duties relating to the post as directed by the Chair of Governors and agreed by the postholder.



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### Person Specification – Clerk to the Governing Body

Attributes	Essential	Desirable
Experience		Experience of committee working, clerking of committees or serving as a school governor
Skills / abilities	Excellent communication and interpersonal skills	Ability to use appropriate IT equipment as required by the governing body
	Excellent, accurate, and concise writing skills	
	Good organisational skills – able to prioritise workload	
	Excellent record keeping, information retrieval and dissemination of governing body data/documentation	
	Tact, diplomacy, confidentiality and sensitivity.	
Education and Training	GCSE or equivalent in English	NVQ Level 2/3 or equivalent.
Personal Qualities	Confidentiality	
	Positive attitude to personal development and training	
	Flexible approach to work.	
	Openness to learning and change	
	A sense of responsibility and integrity	
	Tact and diplomacy	
	Ability to remain impartial	
Special Factors	Able to travel to meetings	

	Available to be contacted at mutually agreed times	
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Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.