



CLERK TO THE GOVERNORS



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Description/Specification

Kennel Lane School: 2024

Job Title	Clerk to The Governing Body
Grade	BG-H SP24 £18.73 per hour including London Fringe Allowance
Hours	Term Time, averaging 5 hours per week
Responsible to	Chair of Governors and Headteacher

Job Description

To work with the Chair of Governors, the Governing body and the Head Teacher providing effective administrative and clerking support for all Local Governing Body Meetings, including committees. Provide constitutional and procedural guidance, within relevant legislative frameworks, to ensure the school is following correct compliance procedures.

Main Duties and Responsibilities

Knowledge and Understanding

- Know the features of effective governance, and the Board's governance structure and core functions
- Understand their role as set out in legislation and the Trust's articles of association
- Understand key national education policies and the local education context in which the Board is operating
- Know the Board's duties under legislation and statutory guidance
- Understand the importance of the Board adhering to and promoting the School and Trust's internal procedures
- Understand the School and Trust's governance structure, including legal structure and constitution and scheme of delegation
- Understand the principles of records management and have working knowledge of the Data Protection Act and the Freedom of Information Act
- Understand the Board's accountability to and relationship with other bodies (e.g. Corvus Learning Trust, the Department for Education, ESFA and Ofsted)
- Know the Board's code of conduct and strategic priorities
- Understand the School and Trust's culture, values and ethos
- Know which information about pupil performance and financial management will be used by the board to hold leaders to account

Administration

- Use the Governors Virtual Office (gvo) to plan, prepare and file all governance records and information
- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Promote the use of project management tools (including risk registers) to support the chair
- Make sure that board papers are clear and accurate, and that minutes capture discussion points and actions
- Challenge the board if meetings are not conducted in a proper or orderly manner
- Support the chair in identifying priorities and upcoming issues when planning meetings
- Evaluate administrative procedures to ensure effectiveness, and adapting these where necessary
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Remain calm and maintain a high standard of work under pressure

- Maintain or help maintain accurate registers (e.g. register of interests)
- Make sure any corporate seals are kept safe
- Establish and administer procedures for filling vacancies on the board
- Keep a record of governors' attendance
- Understand the principles of confidentiality and apply this to their own work and that of the board
- Have an eye for detail and excellent proofreading skills
- Use technology effectively to streamline the board's processes
- Communicate information clearly, logically and impartially by using a range of presentation methods as appropriate
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management
- Have excellent time management skills

Advice and guidance

- Provide appropriate information for the Board and check the credibility of sources
- Update the Board on changes to legal or statutory requirements
- Access third-party guidance on behalf of the Board where necessary
- Inform the Board about training and development opportunities
- Provide clear, logical and impartial advice to the Board
- Clearly explain difficult concepts, including information on the board's legal duties
- Understand the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the board is overstepping its strategic role or is not following the code of conduct

People and relationships

- Build effective professional relationships with the board, the Trust, external contacts and others
- Use appropriate influencing skills to gain the Board's confidence
- Establish effective channels of communication with the Board, the wider school, the Trust and any external contacts and partners
- Contribute to discussions about the design of governance committees and structures



- Advise the Board when governors' terms of office end, and assess the effect this will have on the board's skills mix
- Establish and facilitate transparent procedures to fill vacancies
- Help the board to create a culture in which challenge is welcomed
- Support the board when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development

Scope of Job

The post holder is responsible for ensuring that the school's Safeguarding and Child Protection policy is adhered to and concerns are raised in accordance with this policy.

Job Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

Key

E = Essential

D = Desirable

A	Qualifications, Knowledge and Experience	E/D
A1	A—C in GCSE Maths and English	E
A2	Business, secretarial, word-processing qualification, NVQ 2/3 or equivalent qualification or experience.	E
A3	Recognised accreditation / qualification as Clerk to the Governing Body.	D
A4	Commitment to and the knowledge and experience of promoting the welfare and safeguarding of learners	D
A5	Excellent ICT skills: knowledge of Microsoft Office software package and in particular Excel, database maintenance and email/internet use	E
B	Competence Summary	
B1	Office and administrative work within an educational setting	E
B2	Ability to record data accurately in databases and other areas of record keeping	E
B3	Excellent attention to detail and good organisational and communication skills	E
B4	Experience of producing documentation for meetings	E
B5	Minute taking and working with committees showing excellent, accurate and concise writing skills	D
B6	Ability to speak with confidence and accuracy, and to use tact, diplomacy, sensitivity and confidentiality as appropriate	E
B7	Ability to understand and advise on statutory requirements and frameworks	E
B8	Able to work constructively as part of a team and work on own initiative.	E
B9	Able to work to competing deadlines	E
B10	Knowledge of Child Protection and Safeguarding procedures	D
B11	Previous experience of working as a Clerk within a school or Trust	D
B12	Good knowledge of relevant policies/codes of practice and an awareness of relevant legislation	D
C	Personal Qualities	
C1	Ability to build positive working relationships with colleagues	E
C2	Ability to work well within a team or independently	E
C3	A drive to develop own personal learning and a proactive approach to work	E
C6	Excellent interpersonal skills including the ability to listen to, understand and work with a wide range of audiences	E
D	Work related personal requirements	
D1	Committed to equality of opportunity.	E
D2	Able to attend after-school meetings and work flexibly as required.	E
D3	Ability to maintain strict confidentiality of information received and processed as part of the job role.	E
D4	Participate in training and development activities	E
D5	Demonstrates a high level of commitment to safeguarding, inclusion and equality in all aspects of school life	E