

JOB DESCRIPTION

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| Job Title: | Clerk to Local Governing Body, Sandhurst School |
| Grade: | BG-H SP15 |
| Salary: | £3,108 per annum including Fringe Allowance |
| Notice Period: | 1 month |
| Hours of Work: | To total 195 hours per annum term time only Additional ad-hoc hours to be agreed in advance and paid at an hourly rate of £15.94 per hour including Fringe Allowance |
| Reports to | Chair of Governors |

JOB PURPOSE AND POSITION WITHIN SCHOOL STRUCTURE

- To provide effective administrative and clerking support to all the Local Governing Body Meetings
- To advise on governance procedures within the school to ensure compliance
- To aid and support good communication across the school and wider Trust

MAIN DUTIES AND RESPONSIBILITIES – based on the Clerking Competency Framework

The clerk will:

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

JOB DESCRIPTION

- Use the Governors Virtual Office to plan, prepare and file all governance records and information
- Prepare agendas for Governing Body meetings in consultation with Headteacher and Chair of Governors
- Publish agendas and appropriate reports within required timescales.
- 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
- 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
- Ensure relevant information about the Governing Body is on the school website and GIAS (Get Information About Schools).
- 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
- Remain calm and maintain a high standard of work under pressure

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
- Provide induction materials and advice to new Governors as appropriate.
- 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
- Attend Trust and local authority briefing sessions in order to keep up to date with guidance and collaborate with clerking colleagues.
- 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 (Budgetary/Resource Control, Impact)

- 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.