Isle of Anglesey County Council

Job Description

Job Title: Clerk to School Governors

Service: Learning

School: Anglesey Schools

Grade: 3

Overall Job Purpose:

- To provide clerical support to School Governing Boards.
- To administer and support the work of the governing body in accordance with authority guidelines, working effectively with the Chair of Governors and the Head teacher.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Principal Accountabilities / Key Tasks:

- Collaborate with the Chairperson and the Headteacher on the agenda content for governor and sub-committee meetings, providing background papers for those meetings.

- Prepare and send agendas of meetings to each member of the governing body before the date of the meeting. Copies of the Headteacher's reports, the minutes of the previous meetings and any other relevant documents should be enclosed with the agendas.

- Check with the Chairperson any matters acted upon between meetings and which need to be reported to the Governing Body.

- Attend the meetings of the full governing body and the statutory sub-committees taking appropriate minutes.

- One * or two full Governing Body meetings each term
  **It is a statutory requirement for the Governing Body to convene at least one meeting of the full Governing Body per term.*
- Formal meeting of the Governors and parents if required
- One meeting of a statutory sub-committees per term if required
- It is expected that 6 hours is sufficient for each meeting, that is:
  - up to 4 hours for preparation and subsequent work after each meeting
  - up to 2 hours for the meeting, (it is not expected that any meeting extends beyond 2

Hours (with the exception of a Disciplinary and Dismissal sub-committee). The Clerk can claim additional pay for every additional 15 minutes.

- Produce and send draft copies of the minutes to the Chairman and Headteacher before creating a final version to be distributed accordingly.

- Ensure the Governing Body set dates for meetings in advance and this information is made known to the Local Education Authority (LA).

- Record governors' attendance at meetings and notify any Governor who is at risk of being disqualified due to non-attendance.

- Keep a record of each governors term of office and contact the LA on occasions when the term of office comes to an end, or when there are resignations.

- Correspond on the governing body's behalf according to need and act on the governing body's resolutions.

- Ensure that there is an adequate quorum, as regards membership of the governing body or sub-committee, present in each meeting when decisions need to be made.

- Keep in order all minutes, correspondence and other documents in relation to work of the governing body.

- Assist the Chair and Governing Body to prepare an Annual Report for Parents.

- Attend and take minutes at the formal Governor and Parents meetings if required.

- Represent the school at Clerks Forum in order to receive relevant LA updates.

- Attend courses arranged for Clerks to Governing Bodies and be responsible for relevant personal development.

- Distribute information about training to the Governing Body and keep a record of the governor' attendance and completion of training.

- Keep current records of all Governors required to attend mandatory training, and notify any Governor who is at risk of being disqualified due to non-attendance of a mandatory course.

- Maintain records and ensure that Disclosure & Barring Checks and Update Service Registration for Governors are current and that Declaration of Interest forms are completed annually.

- Comply with the Authority's Policies and procedures e.g. Health & Safety, Equality etc

- Manage information in accordance with the Authority's standards and procedures ensuring personal information is treated in accordance with Data Protection legislation.

- Any other reasonable duty proportionate to the level of responsibility of the post at the governing body's request.

Position in the Organisation:

Reports to: Chair of the Governing Body and will work effectively with members of the Governing Body and the Headteacher.

Staff Supervised: n/a

Financial Resources

Level: A,B or C N/A

Indicative Value: £N/A

Physical Resources

Land and buildings - No./area	Value: £ N/A
Plant / Vehicles / Equipment – No	Value: £N/A
Information Systems – No./volume	Value: £N/A

Delegation

Demands within the job:

Physical Demands:	Ability to work at times convenient to the Governing Body, including evening meetings; Able to travel to meetings Ability to be contacted at mutually agreed times
Mental Demands:	Ability to work under time pressure
Emotional Demands	

Language Requirements

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: March 2022

Isle of Anglesey County Council

Person Specification

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

Essential:
1. 3 GCSEs grade C or equivalent (including in English and Welsh)
2. Good literacy skills

Desirable:
1. Qualifications in administration and/or Information Technology.

Any specific training required for the post including Certification:

Essential:

Desirable:
1. Completion of mandatory clerks training for school governors.

Key Competence Requirements

Job-related knowledge Critical for effective performance:

Essential:
1. Previous experience in administration including producing minutes of meetings
2. Experience in analysing and validating data
3. Knowledge and understanding of confidentiality and data protection requirements.

Desirable:
1. Possess knowledge of Governing Body procedures
2. Have knowledge of educational legislation and guidance
3. Understand the respective roles and responsibilities of the Governing Body, the Headteacher, the LA, Church Authorities

Specific skills critical for effective performance:

Essential:
1. Ability to plan, programme and produce work with minimal supervision and to work under pressure to achieve deadlines.
2. Excellent interpersonal and written and verbal communications skills
3. Possess good listening, oral and literacy skills
4. Ability to write agendas and accurate, concise and detailed minutes
5. Effective use of ICT systems including keyboard skills
6. Record keeping, effective retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners.

Desirable:
1. Experience of working with key personnel in schools
2. Familiar with Hwb
3. Experience of organising meetings
4. Ability to design and create systems utilising spreadsheets and databases.

Managerial skills critical for effective performance:

Essential:

Desirable:

Personal Attributes

Personal values and characteristics which should be demonstrated in performing the duties of the post:

Essential:
1. Ability to handle information and data responsibly
2. Highly motivated to ensure a high quality service.
3. Ability to work unsupervised

Desirable:

Personal Circumstances

Job demands which, if not met, could constrain effective performance in post:

Essential:
1. Driving licence and means to attend school where required
2. Access to ICT including internet access
3. Requirement to work during evenings after school hours. On occasion may be required to attend during the working week e.g. to attend HR sub-committees.

4.Complete the necessary training for Clerks to School Governing Bodies within a year of the date of appointment. ***Desirable:***

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision