



## EAST SUSSEX COUNTY COUNCIL

### Job Description

<b>DEPARTMENT:</b>	Children's Services
<b>LOCATION:</b>	Countywide
<b>JOB TITLE:</b>	Clerk to Governors
<b>GRADE:</b>	East Sussex Single Status Grade 7
<b>RESPONSIBLE TO:</b>	Governor and Clerking Services

#### **MAIN PURPOSE OF THE ROLE:**

To work effectively with the Governor and Clerking Services, chair of governors, headteacher and other governors at school that you are providing locum services to.

To assist with the continuity of governing body business and observe confidentiality requirements.

To advise on procedural and legislative matters to ensure the governing board works to the legal framework.

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#### **Key Tasks**

1. Keep up to date with current educational developments and legislation affecting school governance, advise the GB at meetings as appropriate and, if necessary, prepare briefing papers for governors.
2. Participate in professional development opportunities. Attend Clerks' Area Network meetings and any other training for clerks or governors as necessary.
3. Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
4. Work effectively with the chair of governors, governing board, headteacher and Governor and Clerking Services when locum cover is identified. To support and advise the governing board in carrying out its duties and responsibilities

5. If required produce, collate and distribute the agenda and all supporting papers to all members of the governing board so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by email or secure portal.
6. Attend the identified meetings and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required.
7. Record the attendance of governors at meetings and advise the governing board on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
8. Apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above.
9. Undertake any other tasks commensurate with the grading of the post. This may include duties which are expected where a substantive clerk is in post. Such duties should be agreed with GCS and the locum clerk.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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### Person Specification

**Post Title: Locum Clerk to Governors**

**Location: Countywide**

**Grade: SS7**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to organise complex material and to understand and assimilate new information</li> <li>• Ability to take accurate minutes and maintain efficient record keeping systems</li> <li>• Communication, literacy and IT skills</li> <li>• Ability and willingness to work individually using own initiative</li> <li>• Ability to organise time and work to deadlines</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to work as a team member</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain contacts with outside agencies e.g. DfE, LA departments, Church Authorities</li> <li>• Demonstrate a willingness to attend further training and development opportunities.</li> </ul>	(e.g. Application form, Interview, Test)
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• East Sussex Clerk to the Governing Board Accreditation or equivalent</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the respective roles and responsibilities of the chair of governors, governing body, headteacher, Local Authority, Church Authority and DfE</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of education legislation, guidance and legal requirements</li> </ul>	(e.g. Application form, Interview, Test)

	<ul style="list-style-type: none"> <li>• Knowledge of governing board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes</li> <li>• Awareness of data protection legislation to handle information securely in</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and able to advise on the different legal frameworks for local authority maintained schools, academies and independent schools</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a clerk in a school environment</li> <li>• Experience of maintaining and manipulating computerised and/or hard copy data/information</li> <li>• Recent evidence of writing agendas and of producing accurate and effective minutes</li> <li>• Evidence of providing advice and guidance to governing boards</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of using online resources and training relevant to school governance</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate and maintain integrity, impartiality and confidentiality</li> <li>• Willingness to work at times convenient to the governing board including evening meetings</li> <li>• Ability to recognise and respond to varied approaches and working practices of individuals within a governing board</li> <li>• Ability to demonstrate commitment to equal opportunities</li> </ul>		(e.g. Application form, Interview, Test)

	<ul style="list-style-type: none"><li>• Sensitive to the differing perspectives of those who work in schools.</li></ul>		
<b>Other</b>			

**Date (drawn up): May 2019**

**Reference of Officer(s) drawing up person specifications : JE11430**



## EAST SUSSEX COUNTY COUNCIL

### Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>