

**Post Title:** Clerk to the governing body and charitable trust

**Salary:** Band F, hourly rate £14.08 and a per-meeting payment of £51.05

**Hours:** Casual/claim basis: Working hours vary from week to week and can be a mix of home and school based, averaging between 5 and 10 hours a week

**Responsible to:** Chair of Governors/Charitable Trust

Purpose of role:

To provide professional secretarial and administrative support to the school a governing and charitable trust boards. To advise and guide on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- Secretarial, administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board and its committees

Key duties

**1. Organising meetings, hearings and appeals**

The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board
- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board
- following up on agreed action points with those responsible and informing the chair of progress

**2. Providing advice and guidance**

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on board procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

### 3. Administration and record keeping

The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a governor/trustee's term of office and the impact of this on the board's capacity, diversity and skills mix
- establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the board

### 4. Maintaining relationships and communication

Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the governing or trust board on their self-review and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

### 5. Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing board recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

### Knowledge

- the school system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to the organisation

- the core functions of a school governing/trust board as they apply to the organisation
- elements of effective governance and board practice as they apply to the organisation

#### Skills

- literacy, numeracy and IT
- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

#### Attributes

- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

Job descriptions are subject to review and amendment.

**Person Specification:** Clerk to governing body and charitable trust

A newly appointed clerk must commit to securing a relevant clerking qualification should they not already hold one and that this must take no more than 12 months. For example:

<https://www.cgi.org.uk/professional-development/study/certificate-in-clerking-of-school-and-governing-boards>

<https://www.nga.org.uk/training/individuals/clerks-development/>

<https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/clerk-to-the-governors/training-for-clerks-to-the-governing-body/>

Costs associated with this training will be funded by the school.

E - Essential

D - Desirable

Demonstrated by:

A - Application process I - Interview process

1	Skills, knowledge and aptitudes	The clerk should be able to provide evidence of the following on completion of training	E/D	A/I
		Good listening, oral and literacy skills	E	I
		Writing agendas and accurate concise minutes	E	A&I
		ICT including keyboarding skills	E	A
		Organising their time and working to deadlines	E	I
		Organising meetings	E	A&I
		Record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners	E	A&I
		Using the internet to access relevant information	D	A
		Developing and maintaining contacts with outside agencies e.g. departments of the LA, other school and the DfE	D	I
		Knowledge of governing board procedures	D	A
		Knowledge of educational legislation, guidance and legal requirements	D	A
		Knowledge of the respective roles and responsibilities of the governing board, the headteacher, the LA, Trust and the DfE.	D	A
		Knowledge of Equal Opportunities and Human Rights legislation	E	A&I
		Knowledge of Data Protection legislation	D	A
2	Qualifications and training	The clerk should be able to provide evidence of the following:		
		Be able to demonstrate a willingness to attend and commit to appropriate training and development	E	A&I
		At least a level 3 or equivalent qualification in English and mathematics	E	A
3	Experience	Clerks should be able to produce evidence of:		
		A prior commitment to relevant personal and professional development	E	A
		Working in an environment where experiences included taking initiative and self-motivation	E	A&I
		Working as a member of a team.	E	A&I
4	Personal Attributes	The clerk should:		

		Be a person of integrity	E	A&I
		Be able to maintain confidentiality	E	A&I
		Be able to remain impartial	E	A&I
		Have a flexible approach to working hours	E	A&I
		Be sympathetic to the needs of others	E	A&I
		Have an openness to learning and change	E	A&I
		Have a positive attitude to personal development and training	E	A&I
		Have good interpersonal skills	E	A&I
<b>5</b>	<b>Additional Requirements</b>	<b>The clerk should:</b>		
		Be able to work at times convenient to the governing board, including evening meetings	E	I
		Be available to be contacted at mutually agreed times	E	I
		Be able to support the ethos of the School.	E	I