

Job Description

Job Title	Clerk to the Governing Body
Grade	Set Payment Per Meeting
Reports to	The Governing Body, subject to the guidance of the Chairman between meetings
Liaison with	Headteacher and other senior staff and Governing Body
Job Purpose	To undertake the administrative and clerical work related to the meetings of the whole Governing Body and other committee meetings as may be required.
Duties	<ul style="list-style-type: none"> • To arrange suitable dates for all meetings and book appropriate rooms and refreshments; write to all Members/parents and visitors as appropriate • To prepare the Agenda for the meetings of the Governing Body and to send out the Agenda and other papers in advance of the meeting • To attend appropriate meetings of the Governing Body, to offer advice as necessary on the conduct of business in accordance with the Instrument and Articles of Government and the Education (School Government) Regulations 1989, and to take notes of the meeting • To prepare, subsequent to the meeting, formal minutes and, having cleared these with the Chairman, to arrange for these to be typed, reproduced and circulated as appropriate • Where necessary, prepare and reproduce papers supplied by parents to all Members on the appropriate committees • To deal with correspondence as required by the Governing Body and/or the Chairman and to follow up matters raised at Governing Body meetings • To maintain records of all Governors' attendance at meetings and general correspondence files as appropriate for each Committee • To attend, as authorised, any training/briefing sessions for School Governing Body Clerks • To carry out all routine administration tasks before and after the meetings at the request of the Governing Body.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

	<ul style="list-style-type: none">• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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PERSON SPECIFICATION - CLERK TO THE GOVERNING BODY

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in a senior administrative role in a busy office environment Educated to NVQ Level 3 or equivalent Qualification or experience in financial management
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures Knowledge of Governing Body Committee Roles
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
Communication	Written	Ability to write complex letters and reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school relevant to the role
	Child Development	Understanding of the way in which children develop relevant to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make an distinctive contribution to the work of a team

Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety Child Protection	Basic understanding of Health & Safety Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance