

## JOB DESCRIPTION

Job Title:	Clerk to the Governors
School:	Stapleford Abbotts Primary Academy
Location:	Stapleford Rd, Stapleford Abbotts, Romford RM4 1EJ
Reporting To:	Headteacher and Chair of Governors
Key Internal Relationships:	TKAT Governance Team, Headteacher, SLT, Trust HQ, other TKAT schools

### Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

### Job Purpose

Provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committees by providing:

- 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 noncompliance; and
- advice on procedural matters relating to the operation of the board.

## Duties and Responsibilities

### Provide advice to the LGB

- Advise the LGB on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance
- Advise the LGB on governance legislation and procedural matters where necessary before, during and after meetings.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the LGB.
- Inform the LGB of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Advise the LGB on the regulatory framework for governance.
- Offer advice on best practice in governance, including on committee structures at academy level.
- Advise the LGB on best practice in relation to implementation of the scheme of delegation for governance.
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Advise on the annual calendar of LGB meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including the agreed Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair of the LGB or chair of a committee.
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations.

### Effective administration of meetings

- With the chair and headteacher, prepare a focused agenda for the LGB meeting and any committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the scheme of delegation, legislation or the articles of association.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher.
- Circulate the reviewed draft to all governors/ members of the committee, the headteacher (if not a governor) and other relevant board, such as the local authority/diocese/foundation/trust as agreed by the LGB and within the timescale agreed with the LGB.

- Follow-up any agreed action points with those responsible and inform the chair of progress.

### Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the LGB's capacity and skills mix.
- Advise the LGB on the requirements of the Scheme of Delegation as it relates to the constitution of the LGB.
- Establish, in discussion with the LGB, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about governors such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the LGB.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the governing board on succession planning (of all roles, not just the chair).

### Manage Information

- Maintain up to date records of the names, addresses and category of governors and their term of office, and inform the governing board, TKAT and the DfE of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to TKAT on request and are published as agreed at meetings.
- Maintain records of LGB correspondence.
- Ensure copies of statutory policies and other school documents approved by the LGB are kept in the school and published as agreed, for example, on the website.

### People and relationships

- Develop and maintain effective professional working relationships with the chair, the LGB and the Senior Leadership Team.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

### Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

#### Other areas of responsibilities

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the LGB is required to convene.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the LGB, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the LGB from time to time.

All employees are expected to:

- Actively promote and follow School and TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Clerk to Governors will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

## PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
<b>Qualifications, Training and CPD:</b>		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
<b>Experience:</b>		
Experience working in a school environment or other educational setting.	D	Application & Interview
Experience of carrying out administrative tasks.	E	Application & Interview
Knowledge of how schools and governing bodies operate would be an advantage.	D	Application & Interview
<b>Knowledge, Skills and Attributes:</b>		
Excellent listening skills.	E	Application & Interview
Effective written and verbal communication skills.	E	Application & Interview
Ability to plan, organise and prioritise to meet deadlines.	E	Application & Interview
Ability to use own initiative and take action accordingly.	E	Application & Interview
Ability to create good relationships.	E	Application & Interview
Excellent attention to detail.	E	Application & Interview
Good time management skills and self-motivated.	E	Application & Interview
Commitment to upholding and promoting the ethos and values of the school.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Understanding of data protection and confidentiality.	E	Application & Interview
Committed to safeguarding, equality, diversity and inclusion.	E	Application & Interview
Ability to use IT packages including word processing and Google suite.	E	Application & Interview