# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Clerk to the Governors

# School:

# Grade: [Single Status 7](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Governing Board through chair of governors

# Responsible for:

# Purpose of the Role:

The Clerk to the Governors keeps the board running smoothly through efficient administration and the ability to offer timely advice.

This role is essential in ensuring good governance in schools, and requires regular contact with the Headteacher, School Business Manager and other Senior Leaders. Good quality clerking means that the governing board can focus on ensuring that the children in the school receive the best possible education.

The three core functions of the governing board are ensuring clarity of vision, ethos and strategic direction; holding leaders to account for the education performance of the school and the pupils; and overseeing the financial performance of the school. The clerk plays a key role in ensuring that that board can deliver these functions.

The role of a clerk is about helping the board to understand its role and legal duties and to provide clear impartial advice to the board. The clerking role should be a discrete and independent function but remain accountable to the Chair.

The role involves supporting the Chair to set agendas, producing accurate and good quality minutes, ensuring a policy review schedule is in place and providing knowledgeable and confident support to the board to ensure compliance with the relevant legal frameworks, contractual obligations and governance requirements of the organisation.

East Sussex County Council offer a regular training and networking programme for clerks as well as the opportunity to obtain a clerking accredication. The Governor and Clerking Service are able to offer bespoke support and advice to clerks and to help them to develop in their role.

To be accountable to the Governing Board, working effectively with the chair of governors, headteacher and other governors.

To secure the continuity of governing board business and observe confidentiality requirements.

To advise on procedural and legislative matters to ensure the Governing Board, (GB), works to the legal framework.

# 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. Ensure that statutory policies are in place and that a copy of policies and other school documents approved by the governing board are kept in the school. Maintain a policy review cycle and advising the GB accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time.
3. Participate in professional development opportunities. Attend Clerks’ Support & Development meetings and any other training for clerks or governors as necessary, including the Clerks Accreditation scheme.
4. 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.
5. Work effectively with the chair of governors, governing board, headteacher and Governor and Clerking Services throughout the year to support and advise the governing board in carrying out its duties and responsibilities.
6. Work effectively with the chair of governors and headteacher to prepare a purposeful and effective agenda for full governing board meetings, which takes into account DfE, Local Authority and Church Authority issues, and is focused on school improvement.
7. 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 the methods agreed by the governing board.
8. Work effectively with the Chairs of Committees to prepare an effective agenda for the relevant committee. Distribute agendas and relevant papers to the appropriate committee members in the agreed manner at least 7 days before the scheduled meeting.
9. Attend full governing board and committee meetings as appropriate and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required.
10. Record the attendance of governors at meetings and take appropriate action with regard to absences. Advise the governing board on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
11. Maintain records of names, addresses and category of governing board members and their terms of office and ensure Governor Services is notified of all changes. Inform the governing board, local authority and church authority of any changes to its membership and ensure the correct Instrument of Government is drawn up and agreed by the governing board. Maintain copies of current terms of reference and membership of committees and working parties and nominated governors.
12. Maintain a register of governing board pecuniary interests and review this annually.
13. Administer, or assist with, the elections of parent and staff governors as required and induction programmes for all new governors.
14. Ensure with the school and the Church Authority where appropriate, that Disclosure and Barring Service (previously CRB) disclosures have been successfully carried out on any governor when it is appropriate to do so.

# PERSON SPECIFICATION

# Essential education and qualifications

* NVQ Level 3 or equivalent level experience

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to organise complex material and to understand and assimilate new information.
* Ability to take accurate minutes and maintain efficient record keeping systems.
* Communication, literacy and IT skills.
* Ability and willingness to work individually using own initiative.
* Ability to organise time and work to deadlines inan organised and methodical manner.
* Ability to work as a team member.
* Experience of working in an administrative capacity.
* Experience of maintaining and manipulating computerised and/or hard copy data/information.
* Knowledge of governing board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes.
* Experience of writing agendas and servicing meetings
* Awareness of data protection legislation to handle information securely in a confidential and impartial manner.
* Ability to demonstrate and maintain integrity, impartiality and confidentiality.
* Willingness to work at times convenient to the governing board including evening meetings.
* Ability to produce evidence of personal and professional development and an openness to learning and change.
* Ability to demonstrate commitment to equal opportunities.
* Sensitive to the differing perspectives of those who work in schools.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to develop and maintain contacts with outside agencies e.g. DfE, LA departments, Church Authorities.
* Demonstrate a willingness to attend further training and development opportunities.
* Previous experience of working in a school environment.
* Knowledge of education legislation, guidance and legal requirements.
* BTEC Level 3 in Clerking for Governing Bodies or equivalent.
* Knowledge of the respective roles and responsibilities of the chair of governors, governing board, headteacher, Local Authority, Church Authority and DfE.

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Health & Safety Functions

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

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |