**Insert name of establishment**

**Governing Board Clerk**

**Role Profile and Person Specification**

**2013 (updated August 2019)**

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| Job Description | |
| **Job Title:** | **Governing Board Clerk** |
| **School /Academy:** | **<please insert here>** |
| **Grade:** | **Grade 7 - Scp 23 - 25** |

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| **Hours per week:** | **Variable** | |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** | |
| **Location:** | **<please insert here>** | |
| **Reports to:** | **Chair of the Board** | |
| **Role Purpose and Role Dimensions:** | Provides high quality comprehensive business support to the Board using appropriate technology as necessary.  To contribute to the effective operation of the Board.  A skilled information manager who records the process and outcomes of collective decision making, stores Board records and has the ability to find / obtain the information governors need in order to make informed decisions.  A knowledgeable adviser to the Board on procedural matters, and ensures that the Board meets legal requirements.  Maintains and develops effective working relationships with key personnel including Chair of Governors, Governors and Head Teacher. | |
| **Commitment to Diversity:** | To take individual and collective professional responsibility for championing the school’s diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity. | |
| **Key External Contacts:** | Octavo Governance  Croydon Local Authority  Other Governing Board Clerks | |
| **Key Internal Contacts:** | Chair of Governors  Governors  Head Teacher  Senior Leadership Team  Staff |
| **Financial Dimensions:** | None |
| **Key Areas for Decision Making:** | * Advises the Board of its statutory duties and responsibilities. * Advises the Board on governance procedure and good practice. * Advises the Board on ways of improving the efficiency of how the Governing Board works and its effectiveness. * Uses discretion in deciding on action when responding to requests based on experience. * Works within the Clerking competency framework without need of direct supervision. * Produces the evidence of Board impact on school improvement through high quality, professional minutes. |
| **Other Considerations:** | Board meetings are held in the evening and during the day  Will need to work flexibly and as necessary. |

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| **Is a satisfactory Disclosure and Barring check required?** | Yes - Enhanced DBS Check |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Administrator to the Board** | **This will involve:**   * Working effectively with the Chair and Head Tteacher to prepare a purposeful agenda which is focused on school improvement and statutory functions of the Board, taking into account DfE, local authority and church authority (if appropriate) issues. * Encouraging the headteacher and others to produce agenda papers on time for distribution with the Board agenda. * Producing, collating and distributing the agenda and papers so that governors receive them at least seven clear days, and preferably ten days before the meeting. * Ensuring the accurate recording of the attendance of Governors at meetings and taking appropriate action regarding absences. * Advising the Board on governance legislation and procedural matters where necessary before, during and after the meeting. * Ensuring the Board agree, where relevant, all terms of references for committees and working parties on at least an annual basis, or more frequently when required. * Chairing, when required, the opening of a Board meeting when a new Chair of Governors is to be elected. * Taking detailed and accurate notes of Board meetings to prepare minutes. * Recording all decisions and actions accurately and objectively with timescales. * Writing accurate, appropriate and concise draft minutes that are presented in a professional manner using appropriate school improvement language, ensuring that any stakeholder upon reading them will understand the business discussed at the meeting and the impact on school improvement. * Demonstrating through high quality professional minutes any evidence of the Board holding the Head Teacher and Senior Leadership Team to account. * Sending draft minutes to the Chair and Head Teacher for amendment /approval by the chair within 7 days of the meeting. * Distributing approved draft minutes to all Governors within 14 days of the Board meeting. * Forwarding approved final minutes to the Local Authority, and where agreed, to the appropriate church or foundation authority. * Keeping a file of approved signed minutes, and ensuring that this file is kept up to date and open to inspection on the school premises. * Uploading approved minutes to agreed electronic systems eg managed learning environment, school website. * Recording and minuting the Board committees and / or working groups as required. |
| **Information Manager to the Board** | **This will involve:**   * Setting up and maintaining systems and processes to enable the smooth running of theBoard , helping to ensure that the Board work is well coordinated and well organised. * Maintaining a database of Board members, which include names, addresses, contact details, and governor category. * Producing a Board year planner which includes an annual calendar of Board and committee meetings together with a cycle of agenda items for meetings, and statutory items. * Informing Octavo Governance of new governor appointments, reappointments, resignations with all relevant details, in a timely fashion. * Ensuring that new governors have access to any school induction pack and other relevant materials, including how to access the Governance Handbook. * Maintaining accurate records of Governor terms of office including start and end dates so elections or reappointments can be organised in a timely manner. * Maintaining accurate attendance records of all Governor meetings. * Developing and maintaining an accessible system for easy retrieval of accurate records of key Board roles and responsibilities, including pecuniary interest register, code of conduct, terms of references, committee memberships, standing orders. * Ensuring that the Board are aware when statutory policies and other documents are due for renewal. * Knowing where the electronic file is kept in the school of approved policies and other school documents approved by the Board. * Ensuring monitoring of school website to ensure relevant statutory documents are available to stakeholders. * Maintaining records of Board correspondence. * Maintaining an electronic file of relevant DfE and LA documents. * Encouraging the Board to use mechanisms that will increase efficiency and effectiveness when agreeing appropriate monitoring systems for the school improvement plan. * Ensuring that a register of Board pecuniary interests is reviewed annually, maintained termly, and stored securely within the school. * Checking with the Head Teacher / appropriate staff that an enhanced Disclosure and Barring Service check has been carried out on all new governors within the statutory timescale, and then every 3 years. * Ensuring all confidential items are disseminated to only those applicable and not made available as part of the public record. * Filing, storing, archiving and disposing of Board documents, in keeping with the Freedom of Information regulations, governance regulations and document management requirements. * Researching, collating and presenting information to Governors as requested. * Assisting in the preparation of reports and briefing papers on a wide range of issues for the Board as directed by the Chair of Governors. * Using IT hardware and software and contributing to the coordination and production of management information. * Maintaining electronic records, ensuring data protection requirements are adhered to, in a managed learning environments or equivalent. * Quality checking own work to produce a very high level of accuracy and quality. * Raising any concerns or queries with the Chair of Governors to clarify accuracy and requirements. * Ensuring all work is completed within the given timeframe. |
| **Adviser to the Board** | **This will involve:**   * Having access to appropriate legal advice, support and guidance; * Accessing and attending training to keep up to date with legal requirements and relevant information . * Advising the Board on how best to meet the requirements of the school governance; * Supporting and providing advice about the appropriate recording of confidential information in minutes; * Advising the Board on best practice.; * Informing the Board of any changes to its membership; * Advising Board of governor end dates in good time in order for elections or appointments can be organised in a timely manner; * Advising and ensuring the correct composition of the membership of the Board; * Advising the Chair of the Governors, Chairs of committees, the Head Teacher and individual governors on constitutional, procedural and legal governance issues; * Advising the Board of non-attendance of governors, and appropriate action that can be taken; * Giving advice and support to governors taking on new roles such as Chair of Governors or Chair of a committee; * Advising Head Teachers and Governors on the process of holding fair parent and staff governor elections and follow governance requirements. |
| **Team Worker** | **This will involve:**   * Supporting, developing and maintaining effective communication channels between Chair of Governors, Governors, Head Teacher; * Creating and maintaining a system for dealing with Governor enquiries; * Responding to Board enquiries where possible or referring to appropriate Governor or member of school staff; * Adopting a business approach to dealing with Governor enquiries and related issues;   Supporting the Board to self evaluate to enable the governing body to hold themselves to account for the quality of education provided in the school. |
| **Other services may be delivered by mutual agreement after receiving appropriate training**  **e.g. Clerking for complaint panels, pupil disciplinary panels, staff hearings, appeal panels.**  **Undertaking other such duties from time to time as may be commensurate with the grade and nature of this post.** | |

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| Green Commitment | This will involve:   * Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| Data Protection | This will involve:   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy. |
| Confidentiality | * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the council’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |

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| Equalities and Diversity | This will involve:   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy. |
| Health and Safety | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| Contribute as an effective and collaborative team member | **This will involve:**   * Participating in training to be able to demonstrate competence. * Participating in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Governing Board Clerk** |
| **Essential knowledge:** | * Knowledge of relevant governance legislation. * Knowledge of the structure of schools and their community. * Understanding of safeguarding |
| **Essential skills and abilities:** | * Good listening skills which include the ability to discriminate and assimilate key information. * Good literacy skills to enable the writing of concise and accurate summaries of governors’ discussions, leading to a formal minute where decisions, resolutions and recommendations are recorded appropriately and clearly. * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Displays commitment to the protection and safeguarding of children and young people. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. * Ability to communicate and liaise effectively with all governors, individuals in schools and Octavo Governance. * Good interpersonal skills which will allow the development of positive and effective working relationships with the Chair of Governor, Governors and Head Teachers. * Ability to time-manage deadlines effectively, allowing the production of agendas, minutes and other documentation within the required timescales. * Ability to keep, maintain and evaluate important systems and records relating to governors’ data; ensuring that governors and relevant partners are in receipt of relevant documentation and information. * Ability to keep governors fully up to date with records and information, particularly changes in regulations which necessitate review of policy documents within the Board. * Ability and willingness to share good practice with colleagues. * Ability to maintain confidentiality. * Ability to produce an impartial record and give impartial advice. * Prepared to answer and support governors with queries and requests for information and advice between meetings. * Open to learning and change. * Ability to demonstrate tolerance and patience, with an understanding that the school community is made up of a diverse set of individuals. * Willingness and ability to be contacted to convene meetings etc. * Computer literate with word processing and technology communications skills and access to a working computer. * Ability to work independently in an environment when professional advice and support may not be available. * Ability to work unsocial hours (defined as an example of from 18:00 hours to 22:00 hours) and be called on at short notice of 2 – 3 days to convene and attend extraordinary meetings. * Understanding of the principles of good customer service and an ability to put these into practice for providing the best possible levels of service to the Board. |
| **Essential experience:** | * Able to demonstrate a previous history which details relevant skills and knowledge as applied in other or similar settings. |
| **Special conditions:** | * Able and willing to attend appropriate training and professional development opportunities. * Able to demonstrate an ability and willingness to keep up to date with current educational developments and legislation affecting school governance via reading of circulars, information provided by the Department for Education, Croydon Council, other educational websites and training opportunities etc. * Positive in attitude towards personal development and training. * Work towards ensuring the clerking competency framework is met. * Enhanced Disclosure and Barring Service check required. |

\*Further advice on specific points in this role profile can be obtained from your HR provider.