



**St Thérèse
of Lisieux**

Catholic Multi Academy Trust

JOB DESCRIPTION & PERSON SPECIFICATION

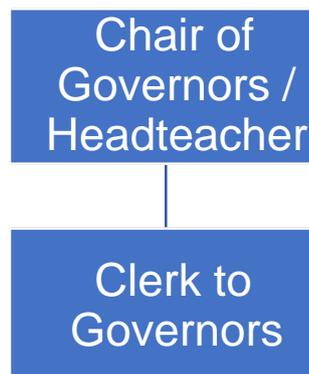
Director Area: Children's Services	Job Ref Number:
Service Area: Schools	Grade: Band 3
Job Title: Clerk to Governors	

PURPOSE OF JOB:

Provide advice to the governing body on governance, constitutional and procedural matters to help them meet their statutory duties and attain / retain outstanding outcomes for the school's children and young people. The new regulations require governing bodies to have regard to advice from the clerk with regard to them exercising a wide range of responsibilities and administrative duties to ensure governing bodies are able to function efficiently and effectively at all times and to assist governors achieve their strategic priorities. This will be achieved by providing the following functions:

- Effective administrative support to the governing body and its committees
- Ensuring the governing body is properly constituted
- Managing information effectively in accordance with legal requirements

TEAM STRUCTURE:



MAIN DUTIES:

	Advisory Capacity:
1	Provide advice to the governing body and act as the first point of contact for governors with queries on procedural matters;
2	Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
3	Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
4	Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
5	Offer advice on best practice in governance, including on committee structures and self-evaluation
6	Ensure that statutory policies are approved in line with the school policy file, and are revised when advised by the Headteacher

7	Advise on the annual calendar of governing body meetings and tasks
8	Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
9	Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
	Administrative Capacity:
10	With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting
11	Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
12	Ensure meetings are quorate
13	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
14	Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
15	Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority / diocese / foundation / trust as agreed by the governing body and within the timescale agreed with the governing body
16	Follow-up any agreed action points with those responsible and inform the chair of progress
	Membership Capacity:
17	Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
18	Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
19	Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
20	Liaise with the school to ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
21	Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
22	Advise the governing body on succession planning (of all roles, not just the chair)
	Managing Information:
23	Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
24	Ensure up-to-date records of governors and the governing body are forwarded to Governor Services (LCC) and that any changes are reported at the earliest opportunity
25	Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
26	Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
27	Maintain records of governing body correspondence
28	Liaise with the school to ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website
	Personal Development:
29	Undertake appropriate and regular training and development to maintain his/her

	knowledge and improve practice within the school environment
30	Keep up-to-date with current educational developments and legislation affecting school governance
31	Participate in regular performance management
	Additional Services (as required by Governing Board):
32	Clerk any statutory appeal committees/panels the governing body is required to convene (this includes all complaints and permanent exclusion panels in line with LCC policy): if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
33	Assist the Chair of Governors in conducting skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
	Communications:
34	Develop and maintain appropriate arrangements and mechanisms for effective two-way communication between Head Teachers, Chair, Clerk to Governor, and the school Governing Body
35	Promote communication between governing bodies as a means of disseminating and sharing good practice
	Safeguarding:
36	To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
	Systems and Information:
37	Maintain the records of the governing body and store these on a secure system in line with the school's and / or LCC Information Governance policies
38	Maintain a file of relevant and up-to-date Department for Education (DfE), Local Authority and Church Authorities (if appropriate) guidance documents
39	Maintain archive materials

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge:			
The role and responsibilities of school governing bodies and governors	A / I		x
Current legislation and regulatory frameworks in respect of schools and local authority children's services	A / I		x
Experience:			
Ability to interpret relevant regulations and legislation	A / I / T	x	
Servicing Committees	A / I		x
Occupational Skills:			
Attention to detail and organisational skills	A	x	
Neatness and accuracy	A / I	x	
Communication skills	A / I / T	x	
Dependability and reliability	A / I	x	
Computer literate	A / I / T	x	
Self motivating	A / I	x	
Able to work on own initiative	A / I / T	x	

Understanding of role of governing bodies	A / I	x	
Legislation & good practice in respect of school governance	A / I / T		x
Qualifications:			
Must be willing to complete the National Clerks training programme	I	x	
Any relevant training appropriate to the role of the Clerk to Governor	A / I		x
Other Requirements:			
Willingness to work flexibly in terms of hours (which may include weekend and evening work) and locations (which may include home if suitable), in keeping with the dynamic nature of the work and the development of more efficient ways of working	I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the St Thérèse of Lisieux Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.
