**Easthampstead Park Community School**

**Job Description – Clerk to the Governing Body**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Easthampstead Park Community School</th>
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<tbody>
<tr>
<td>Authority:</td>
<td>Bracknell Forest Council</td>
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<tr>
<td>Job Title:</td>
<td>Clerk to the Governing Body</td>
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<tr>
<td>Pay Grade:</td>
<td>BG-I6 &gt; I14 - £11.63 &gt; £13.56 per hour on a timesheet basis</td>
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<td>With effect from:</td>
<td>September 2019</td>
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**DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

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Headteacher
↓
Chair of Governors
↓
Clerk to the Governing Body
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The Clerk to the Governing Body will report to the Chair of Governors.

**JOB PURPOSE**

- To provide advice to the Governing Body on governance, constitutional and procedural matters.
- To provide effective administrative support to the Governing Body and its committees.
- To ensure the Governing Body is properly constituted.
- To manage information effectively in accordance with legal requirements.

**MAIN DUTIES AND RESPONSIBILITIES**

- Provide advice to the Governing Body
- Advise the governing body on governance legislation and procedural matters as necessary before, during and after meetings.
- Act as first point of contact for governors with queries on procedural matters.
- Have access to appropriate advice support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.
- Inform the governing body of any changes to its responsibilities in light of changes in relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place and revised when necessary with assistance of staff.
- Ensure that policies and the Governor pages are up to date on the school website.

- Advise on the annual calendar of governing body meetings and tasks.

- Send new governors induction materials and ensure they have access to appropriate documents including the agreed Governor code of practice.

- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

**EFFECTIVE ADMINISTRATION OF MEETINGS**

- With the Chair and Headteacher, prepare agendas for governing body and committee meetings, consulting with Committee Chairs and other members of staff as necessary (i.e. the SBM for Finance & Personnel).

- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required.

- Ensure meetings are quorate.

- Record the attendance of governors at meetings (including apologies) and take appropriate action in relation to absence, including advising absent governors of the date of the next meeting.

- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair. Follow up actions with relevant members of staff especially if they are not in attendance.

- Circulate the reviewed draft to all governors within the agreed timescale.

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

**MEMBERSHIP**

- Advise governors in advance of the expiry of a governor’s term of office so elections or appointments can be made in a timely manner.

- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.

- Maintain a register of governing body pecuniary interests and ensure the records of governors’ business interests is reviewed regularly.

- Ensure an Enhanced Disclosure and Barring Service check (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 governing body.

- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.

- Advise the governing body on succession planning (of all roles, not just the chair).
### MANAGE INFORMATION

- Maintain up to date records of 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.

- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors (for example link governors for subjects, SEN, Safeguarding etc).

- 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.

- Maintain records of governing body correspondence.

- 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

- Undertake appropriate and regular training and development to maintain your knowledge and improve practice.

- Keep up to date with current educational development and legislation affecting school governance.

### OTHER REQUIREMENTS

- Observe confidentiality requirements.

- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

- Support the School and Borough’s Equal Opportunities Policies.

- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings, including the convening of and minute taking for exclusion meetings, as required.

- Participate in regular performance management.
# Person Specification – Clerk to the Governing Body

## Key Criteria

### Qualifications and Training
- **Essential**
  - Good standard of general education to include English and Maths at GCSE Grade C or equivalent as a minimum.
  - Excellent ICT skills, to include MS Office and Information Management Systems.
  - Permitted to work in the UK.

- **Desirable**
  - Experience of working in a secondary school.
  - Experience of working as a Clerk to the Governors.

### Competence Summary (Knowledge abilities, skills, experience)
- **Essential**
  - Good communication skills.
  - Excellent numeracy and literacy.
  - Accurate data processing skills.
  - Proficient in use of word processing and spreadsheet applications, both Microsoft and Google.
  - Good organisational skills and ability to prioritise workload.
  - Logical and methodical way of working.
  - Able to work as part of a team and on own initiative.

- **Desirable**
  - Ability to note take using shorthand.

### Work-related Personal Requirements
- **Essential**
  - Flexible, friendly and able to work cooperatively with others.
  - Good interpersonal and communication skills.
  - Ability to work effectively under pressure.
  - Good sense of humour.
  - Ability to maintain strict confidentiality of information received and processed as part of the job role.
  - A satisfactory enhanced Disclosure and Barring Service Clearance.

- **Desirable**
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<tr>
<th>Other Work Requirements</th>
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<tr>
<td>• Participate in training and development activities</td>
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<td>• To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate</td>
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<td>• A satisfactory enhanced DBS check which the school will undertake</td>
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<tr>
<th>Safeguarding and Child Protection requirements</th>
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<tr>
<td>You will be expected to complete the six online courses listed below within a month of your start date (resources to be provided upon appointment)</td>
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<tr>
<td>• Child Protection in Education 11-18 years</td>
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<tr>
<td>• The Prevent Duty</td>
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<tr>
<td>• Raising Awareness of Peer-on-Peer Abuse</td>
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<td>• Female Genital Mutilation Awareness</td>
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<td>• Sexual Violence and Harassment between Children and Young People</td>
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<td>• A Practical Guide to the GDPR for Education</td>
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<tr>
<td>You are also to have read and understood at least Part One and Appendix A of the DfE Statutory Guidance &quot;Keeping Children Safe in Education&quot; - this is available on the school website under information/policies.</td>
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<td>The EPCS Safeguarding and Child Protection policy is sent to all new employees in their appointment pack.</td>
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*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to satisfactory clearance, an enhanced Disclosure and Barring Service check will be undertaken upon appointment.*