



WOKINGHAM
BOROUGH COUNCIL

WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Clerk to Governors	Job Ref:	Highwood Primary School
School:	Highwood Primary School	Salary:	£21,748 FTE
Reports To:	See organisation Chart		
Grade:	4		
Employment Status: Permanent			
Hours of Work: Ad hoc, including 3-4 meetings per term (approx. time 5pm start) Paid as 2 hours a week term time only.			
Job Purpose: To provide efficient, effective and confidential, administrative support to the Governing Body in the performance of its statutory obligations. Advising the Governing Body on constitutional matters, duties and powers and to work within the broad current legislative framework ensuring the continuity of Governing Body business.			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: <div style="text-align: center;"><pre>graph TD; A[Chair of Governors] --- B[Clerk to Governors];</pre></div>			

Scope	
Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder)	
Budgets monitored on day-to-day basis:	
Staff Responsibilities	NONE
Number of employees managed/supervised:	
Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home):	
Details of service contracts managed:	

- | |
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| Summary of Main Contacts.Governors <ul style="list-style-type: none">▪ Headteacher▪ Local Authority▪ School Staff |
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Main Tasks/Accountabilities	Approx % of working time spent
1. Provide a full range of administrative support, for the Chair, Governing Body, Governor Committees and the Headteacher (if applicable). This support will include dealing with confidential issues.	
2. Advise the Governing Body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice	
3. Convene all Governing Body meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Headteacher and Governing Body.	
4. Maintain an archive signed record of the Governing Body minutes and send approved minutes to the LA when required. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.	
5. Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body	
6. Attend termly meetings arranged by the LA (Clerks Briefings, often held in the daytime either online or face to face), and other training seminars as required.	
7. Administration of the appointment procedure and induction of new Governors. Maintain a database of Governor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of Parent, Teacher and Staff Governors following LA guidance.	
8. Ensure the Governors' Annual Report conforms to all statutory requirements	
9. Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Headteacher, Chair and Governing Body on the wide range of routine and complex issues	
10. Maintain records of current terms of reference and membership of committee and working parties and nominated Governors e.g. Literacy.	
11. Carry out any other reasonable duties relating to the post as directed by the Chair of Governors and agreed by the postholder	
	100%

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<ul style="list-style-type: none">▪ Knowledge/Qualifications: (including professional body qualifications, NVQs etc. and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.▪ GCSE or equivalent level in English▪ Knowledge of educational legislation, guidance and legal requirements relevant to the governing body (desirable but not essential as training will be provided)▪ Knowledge of the roles, responsibilities and procedures of the Governing Body, the Headteacher, the LA and the Department for Education (desirable but not essential as training will be provided)
<p>Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.</p> <ul style="list-style-type: none">▪ Good general communication skills▪ Excellent, accurate, and concise writing skills▪ Good organisational skills – able to prioritise workload▪ Excellent record keeping, information retrieval and dissemination of Governing Body data/documentation▪ Tact, diplomacy, confidentiality and sensitivity▪ Ability to use appropriate IT equipment as required by the Governing Body
<p>Experience: type, level and length.</p> <ul style="list-style-type: none">▪ Experience of committee working, clerking of committees or serving as a school governor (desirable but not Essential)
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none">▪ A flexible approach to work▪ A sense of responsibility and integrity▪ Positive attitude to personal development and training▪ Openness to learning and change▪ Tact and diplomacy▪ Confidentiality▪ Ability to remain impartial
<p>Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc</p> <ul style="list-style-type: none">▪ Able to travel to meetings▪ Able to work at times convenient to the Governing Body, including evening meetings▪ Available to be contacted at mutually agreed time

Please sign to confirm your agreement to the job description.

Employee Name: _____

Signature: _____

Date: _____