



## **Job Description: Clerk to the Governing Body**

- 1. Title and Grade of Post:** **Clerk to the Governing Body**  
**Payment of £1,500 - £3,000 per annum dependent on experience**  
**Responsible to Chair of Governors**

- 2. General professional responsibilities**

To ensure the provision of clerical support to the Governing Body. The hours for this post are irregular due to the duties and nature of the post. Therefore the post holder must be flexible in their approach to the post and able to attend, minute and write up the evening meetings plus one budget meeting per annum. In addition, the postholder must be able to accommodate the following aspects of their role which – dependent on the activity and participants' availability – occur during or outside of the postholder's normal working hours:

- Attend early morning and/or daytime meetings at the school
- Attend ad hoc panel meetings
- Attend training

- 3. Applicable Contract Terms and Duties**

There will be an annual appraisal led by the Chair and / or Deputy Chair of Governors.

- 4. Relationships**

- 4.1 The post holder is responsible and accountable to the Chair of Governors;
- 4.2 The post holder also interacts with other Governors and professional colleagues and should establish and maintain productive relations with them.
- 4.3 The post holder will have regular contact with the staff of Herts for Learning (HfL).

- 5. Particular responsibilities**

- 5.1 Preparation of agenda and paperwork for Full Governing Body meetings;
- 5.2 Ensuring all paperwork is added to Governor Hub in good time for both Full Governing Body and Advisory Group meetings;

- 5.3 Attending and minuting the meetings of the Full Governing Body and Advisory Group meetings, recording all decisions accurately and objectively with timescales for actions;
- 5.4 Advising the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;
- 5.5 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;
- 5.6 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;
- 5.7 Preparation and circulation of minutes of the Full Governing Body and Advisory Group meetings;
- 5.8 Keep a file of signed minutes as an archive record;
- 5.9 Reminding chairs of Advisory Groups two weeks in advance of impending meetings in order that all relevant paperwork is available before the meeting;
- 5.10 Provide clerking services for complaint hearings, grievance hearings and exclusion hearings and being up-to-date in the school's policy and procedures on the these matters;
- 5.11 Maintaining a list of Governors' terms of office and organisation of elections and co-options for Governing Body vacancies;
- 5.12 Informing the Chair of Governors, Training Link Governor and HfL School Governance of all new Governor appointments, to ensure that they receive induction packs and training information;
- 5.13 Liaising with School Governance on vacancies for LA governor;
- 5.14 Circulation to all Governors of dates of meetings;
- 5.15 Maintaining and updating Governors' addresses, emails and telephone numbers and membership of advisory groups, and circulating to all governors as necessary;
- 5.16 Ensuring all Governors have completed up to date (annually renewable) pecuniary interest documentation;
- 5.17 Ensuring all new Governors have provided documentation for DBS checks etc. and that the School's Single Central Record is compliant with respect to entries relating to Governors;
- 5.18 Ensuring that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body;
- 5.19 Chairing meetings of the Governing Body for the election of Chair.

***This job description issued on 11<sup>th</sup> September 2020 may be amended at any time by agreement, but in any case will be reviewed annually.***

*The Highfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.*

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