



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Clerk to Governors
GRADE:	East Sussex Single Status Grade 6/7 with bar
RESPONSIBLE TO:	Governing Body
MAIN PURPOSE OF THE JOB:	To be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. To be responsible for advising the governing body on constitutional matters, duties and powers, and work within the broad current legislative framework. To secure the continuity of governing body business and observe confidentiality requirements.

KEY TASKS

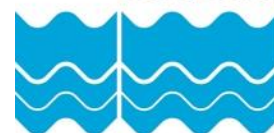
- 1 To work effectively with the chair and headteacher, before the governing body meeting, to prepare a purposeful agenda which takes account of DfES, LEA and church authority issues, and is focused on school improvement.
- 2 To produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days in advance of meetings
- 3 To record the attendance of governors at meetings and take appropriate action with regard to absences. To advise the governing body of non-attendance of governors.
- 4 To advise the governing body on governance legislation and procedural matters where necessary, before, during and after the meeting
- 5 To take notes of the governing body meetings and to prepare minutes, including indicating who is responsible for any agreed action
- 6 To record all decisions accurately and objectively with timescales for actions

- 7 To liaise with the chair prior to meetings to receive an update on progress of actions agreed previously by the governing body
- 8 Following the approval of the minutes at the next meeting, make available to any interested parties and, where appropriate, forward to the Local Authority and the appropriate church or foundation authority
- 9 To maintain a database of names, addresses and category of governing body members and their term of office and to ensure Governor Services is notified of all changes
- 10 To initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
- 11 To take action on the governing body's agreed policy to support new governors, taking account of induction materials/courses made available by the LEA and others
- 12 To maintain copies of current terms of reference and membership of committee and working parties and nominated governors
- 13 To advise governors and the appointing bodies of expiry of the terms of office, before the terms expire, so elections or appointments can be organised in a timely manner
- 14 To maintain a register of governing body pecuniary interests, and review this annually
- 15 To ensure 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.
- 16 To maintain records of governing body correspondence
- 17 To help to produce a Governing Body Year Planner, which includes an annual calendar of meeting dates and the cycle of agenda items
- 18 To advise on the requisite contents of the school prospectus and annual report to parents
- 19 To chair that part of the meeting at which the chair is elected.
- 20 To keep up to date with current educational developments and legislation affecting school governance.
- 21 To attend Clerks' Support and Development meetings, held across the county three times a year.

To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Clerk to Governors

Location: Countywide

Grade: Single Status 6/7 bar

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to retrieve and disseminate information to the governing body and relevant partners • Ability to demonstrate developed interpersonal and communication Skills • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to demonstrate initiative and self-motivation • Ability to organise time and work to deadlines • Ability to work in an organised and methodical manner • Ability to maintain efficient record keeping systems • Ability to develop and maintain contacts with outside agencies e.g. departments of the LEA, Church Authorities and the DfES • Ability to show sensitivity 		<ul style="list-style-type: none"> • Application /Interview

	<p>and objectivity in dealing with confidential issues</p> <ul style="list-style-type: none"> • Ability to work as a member of a team • Ability to word-process documents quickly and accurately • Ability to undertake a range of clerical and administrative duties 		
Education & Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • A good understanding of the work of a school • Knowledge of Governing Body procedures 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of writing agendas and accurate concise minutes 	<ul style="list-style-type: none"> • Previous experience of working in a school environment 	<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate integrity and impartiality • Willingness to maintain confidentiality on all school matters • Willingness to work at times convenient to the Governing Body, including evening meetings • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • Ability to demonstrate commitment to Equal Opportunities 		<ul style="list-style-type: none"> • Application /Interview

Date (drawn up): November 2009

Reference of Officer(s) drawing up person specifications: JM

Additional criteria to achieve grade 7

- A developed knowledge of educational legislation, guidance and legal requirements
- Ability to research and analyse information, and produce briefing papers for governors
- Ability to give advice to governors on appropriate courses of action
- Ability to respond proactively to unexpected problems and situations



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>