



Sheepscombe Primary School

Job Description - Clerk to Governors

Grade 6 (pts 15-20) £30,024-£32,597 pa pro rata (2 hours per week term time only)

JOB PURPOSE

To act as the official channel of communication to and from the governing board and to enable the governing board to function smoothly and efficiently.

MAIN DUTIES

A) AT MEETINGS

- To work with the Chair of Governors and Headteacher in setting the Agenda for each governing board meeting, and to send out Agendas and supporting papers in good time for each meeting to governors and LA
- To attend governing board meetings and take accurate notes from which to write the Minutes
- To attend governor committee meetings and take accurate notes from which to write the Minutes
- To agree the final version of the minutes with the Chair of Governors
- To send copies of the minutes to all governors and Headteacher
- To draft correspondence and ensure that decisions are implemented as agreed at the meeting

B. TERMS OF OFFICE

- To record the attendance of governors at meetings and to advise any governor in danger of disqualification through non-attendance
- To check on the expiry dates of terms of office and to advise governors in advance
- To inform the Chair of Governors, LA and Diocesan Board (where appropriate) of resignations and appointments, and to ensure that action is taken to fill the vacancies
- To deal with correspondence on the appointment of all governors

C. ADMINISTRATIVE

- To set up governors' hearings, interviews and appeal committees
- To advise the governing board on law and procedural matters contained in Education Legislation
- To keep up-to-date with current developments and legislation affecting the governance of schools through attendance at termly Clerks' briefings arranged by the LA

3. QUALIFICATIONS AND EXPERIENCE

- Administrative skills
- Experience of Microsoft Word and Excel
- Experience of Microsoft 365 platform (Microsoft Teams/OneDrive etc)
- The ability to communicate effectively in both speech and writing
- Knowledge about governing board and LA processes and procedures (desirable but not essential)
- Tact, discretion and the ability to work under pressure

4. SUPERVISORY RESPONSIBILITY

Nil.

5. SUPERVISION RECEIVED

The Clerk is responsible to the Chair of Governors.

6. PRINCIPAL CONTACTS

Governors, LA Officers, Headteachers, staff, parents.

7. SPECIAL CONDITIONS

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post 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.