



Beech Green Primary School

Respect Achieve Belong

St. James', Quedgeley, Gloucester. GL2 4WD

JOB DESCRIPTION

Post Title	<p style="text-align: center;">Clerk to Governors - Grade 6 point 15- 20</p>
Main Responsibilities	<p>Job Purpose:</p> <ul style="list-style-type: none"> • 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. <p>Duties and Responsibilities:</p> <p>Meetings:</p> <ul style="list-style-type: none"> • In line with the Governors terms of reference and code of conduct prepare meeting agenda using previous minutes, the Governors annual agenda timetable, and discussion with the Chair, Head and SBM; • To ensure all information is uploaded to the Governors OneDrive in a timely manner; • To attend all Governing Board meetings (approx. 6 per year) and take accurate notes from which to write concise and accurate minutes, using the schools chosen format; • To write a summary of actions to enable the Chair, Governors, Head and SBM to work on prior to the next meeting; • Using the Governors OneDrive upload minutes and summary of actions within 5 working days of the meeting; • To send copies of minutes to Governors services; • To draft correspondence and ensure that decisions are implemented as agreed at the meeting; • To carry out additional minute taking duties as required for additional Governing Board meeting, Governor Committee meetings and appeals hearings. <p>Terms of Office:</p> <ul style="list-style-type: none"> • 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 of terms of office and to advise governors in advance; • To inform the chair of governors and LEA of resignations and appointments, and to ensure that action is taken to fill the vacancies; • To deal will correspondence on the appointment of governors. <p>Administrative:</p> <ul style="list-style-type: none"> • To set up governor's hearings, interviews and appeal committees; • Advise the Governing Board on law and procedural matters, training will be provided; • To review and update governor information held on the school website and Getting information about Governors portal;

- To update and provide a register of interests and governor attendance document after each meeting for upload onto the school website;
- To assist with the induction of new governors;
- To keep up to date with current developments and legislation affecting the governance of schools through attending termly clerks' briefings and training sessions as arranged by the Local Authority;
- Attend training as required.

Qualifications Experience and Personal Qualifications:

- Clerical skills including computer literacy;
- The ability to communicate effectively;
- Knowledge about governing body and LEA processes and procedures;
- Tact, honesty, discretion and the ability to work under pressure;
- To understand that confidentiality is essential to this role;
- Enhanced DBS Clearance.

Supervisory responsibility:

None

Support:

The clerk is responsible to the Chair of Governors and is entitled to support from the Local Authority Governor Support Team.

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 level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of grading of the post

This job description may be amended at any appropriate time following consultation between the Chair of Governors/Head teacher and Clerk, and will be reviewed annually.