Job Description

Job Title: Clerk to a Governing Body for a maintained school	**Service: Governor Services**
Team: Governing Bodies Support Service	**Job Number:**
Grade: **SO2 – Unqualified** **PO2 – Qualified (successfully completed the National College Clerks' Development Programme)**	**Last Updated:** **November 2014**

SAFEGUARDING, EQUALITY AND DIVERSITY

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We are committed to and champion equality and diversity in all aspects of employment with Newham Partnership Working. All employees are expected to understand and promote equality and diversity in the course of their work.

Overall Purpose of Job

- Provide advice to the governing body on governance, constitutional and procedural matters (governing bodies are required to have regard to advice from the clerk in regards to exercising their functions)
- Provide an effective minute taking service to the governing body and its committees and produce minutes in line with the guidance and templates issued by NPW Governor Services.
- Ensure the governing body is properly constituted
- Manage information provided by NPW Governor Services and other training providers effectively and ensure that it is used to provide the governing body with the appropriate advice and guidance

Job Context

- The postholder is employed on a zero hours contract to carry out clerking duties to the governing bodies assigned by NPW Governor Services
- These duties are additional to any other contract of employment held with NPW and must be carried out outside of normal working hours
- A majority of governing body meetings are in the evening, so the postholder will be required to work in the evening and occasionally at the weekend
- The postholder will be expected to successfully complete the National College Clerks' Development Programme and other associated programmes identified by NPW Governor Services

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties for NPW which may be required from time to time.

The clerk to the governing body will:

1. Provide advice to the governing body

- Advise the governing body on governance regulations, procedural matters and its responsibilities where necessary during meetings
- Refer requests for advice, support and guidance beyond the clerk's responsibilities to NPW Governor Services
- Use the information provided by NPW Governor Services and training providers to offer advice on best practice in governance
- Ensure that governing body committees have terms of reference agreed by the governing body
- Us the information provided by NPW Governor Services to offer advice on the annual calendar of governing body agenda items and tasks to support the governing body to comply with its statutory duties and Ofsted expectations of governing bodies.

2. Effective administration of meetings

- Communicate with the chair and headteacher ahead of the governing body meeting to ensure that meetings are well planned
- Seek advice from NPW Governor Services ahead of meetings on any foreseeable difficulties
- Advise on the quoracy of meetings
- Record the attendance of governors at meetings, any apologies and any condoned absences
- Draft high quality minutes that accurately reflect decisions, actions and challenge and indicate who is responsible for any agreed action with timescales
- Send draft minutes to NPW Governor Services within the deadlines set by NPW Governor Services
- Ensure that NPW Governor Services are provided with details of any governor appointments, changes of chair or vice-chair or meeting date changes on the working day following the meeting

3. Membership

- Advise governing bodies on the regulations for appointing and electing governors
- Advise governing bodies on reconstitution procedures
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Alert NPW Governor Services if governing bodies decide that a Disclosure and Barring (DBS) checks should be carried out on any governor
- Receive governor meeting attendance records and advise the chair of potential disqualification through lack of attendance

4. Manage Information

- Ensure that NPW Governor Services are provided with copies of current committee terms of reference, committee memberships, link governor appointments
- Ensure that approved minutes of meetings are signed by the chair and retained by the school

5. Personal Development

- Attend NPW Governor Services' termly briefing/training sessions for clerks
- Undertake appropriate additional training and development, such as the National College Clerk's Development Programme to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in performance reviews

Person Specification

Job Title: Clerk to a Governing Body for a maintained school	Grade:

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this person specification are all essential to the job. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. **PROTECTING OUR STAFF AND SERVICES** Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

KNOWLEDGE:	
▪ Comprehensive knowledge of all school governance statutory regulations that apply to maintained school governing bodies. ▪ A good understanding of the role of the clerk and how to make interventions at meetings ▪ A good understanding of the characteristics of an outstanding governing body or governance group ▪ A good understanding of what constitutes an effective governing body or governance group meeting ▪ A good understanding of equality and diversity issues in relation to effective school governance	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
QUALIFICATIONS:	
• Completion of the National College Clerks' Development Programme or willingness to complete the programme	Application Form/Documentary evidence/Interview
EXPERIENCE:	
▪ Experience of minute taking at formal meetings or demonstrates the ability to do this ▪ Experience of providing high quality support to specific client or stakeholder groups to achieve excellence ▪ Evidence of developing and maintaining good working relationships with a wide range of customers or stakeholders from diverse backgrounds ▪ Demonstrable commitment to diversity issues	Application Form/Interview/Selection Test Application Form/Interview Application Form/Interview Application Form/Interview

SKILLS AND ABILITIES: • Ability to produce high quality minutes that accurately reflect decisions, actions and challenge • Ability to gain and maintain the confidence of chairs of governing bodies and headteachers • Ability to help governing bodies improve their effectiveness • Confidence to intervene at meetings to tactfully offer guidance and/or give governing bodies formal advice about their conduct • Good written and oral communication skills • Ability to consistently meet deadlines • Good IT skills • Good organisational skills • Good interpersonal skills • Active listening skills	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview/Test
PERSONAL STYLE AND BEHAVIOUR: • Commitment to supporting governors and meeting their needs • Commitment to own personal development and training • Ability to work out of hours	Interview Interview Interview