

Job details	
Job title	Clerk to the Governors
School	Flourish Federation
Section	
Location	
GR Number	GR9028
Grade	Scale E
Responsible to	Governing Body
Responsible for	N/A
Effective date	February 2020

Role and context
<p>Job purpose</p> <ul style="list-style-type: none"> To provide an efficient and effective clerking service to the Governing Body of the Federation
<p>Context</p> <p>Job family: Administration</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <ul style="list-style-type: none"> Requires a working knowledge and understanding of IT and office systems and an understanding of school procedures. Awareness of the confidentiality of the information available to the governing body.

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc.)
Supports the work of the Governing Body and works closely with both the Chair and the Head Teacher..	1
Undertakes all pre and post meeting administrative work to agreed timescales, including agenda preparation, circulating relevant papers prior to meetings, recording minutes and actions.	2
Manages the Governor Hub website on behalf of the Governing Body and ensures all relevant information is up-to-date and available as necessary. materials for curriculum support and pupil assessments. Operate other ICT packages as necessary.	3
Attends the meetings of the Governing Body and takes accurate minutes as a record of such meetings.	4

Advises the Governing Body on constitutional matters, duties, powers and procedures within the legislative framework.	5
Completes any statistical returns on behalf of the Governing Body and provides relevant data as required for the school website to meet current guidelines.	6
Arranges any exceptional meetings which may be required, for example, complaints hearings, exclusion hearings	7
To undertake any other duties that are within the grade and scope of the post as determined by the Chair or Head teacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff.	8

Person specification
Qualifications
<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline. • A relevant clerking qualification would be desirable, or a commitment to undertake this once in post. • Good numeracy/literacy skills.
Experience
<ul style="list-style-type: none"> • General clerical/administrative work. • Experience of clerking meetings at a board level
Skills/knowledge
<ul style="list-style-type: none"> • Effective use of ICT packages. • Good keyboard skills. • Knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to identify own training and development needs and keep up-to-date with relevant legislation.

General information
<ul style="list-style-type: none"> • The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Principal Accountabilities (Continued)

- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.