



**WOKINGHAM
BOROUGH COUNCIL**

**WOKINGHAM BOROUGH COUNCIL
JOB DESCRIPTION**

Job Title:	Clerk to Governors	Job Ref:	SCH 109			
School:	Rivermead Primary School	Salary:	£10.97 p/h (plus Holiday Pay)			
Reports To:	Chair of Governors					
Grade:	4 SCP 11					
Employment Status: Permanent						
Hours of Work: Approx. 20 hrs per month, term-time only, to include evening meetings						
Job Purpose To provide efficient, effective and confidential, administrative support to the Governing Body in the performance of its statutory obligations. Advising the Governing Body on constitutional matters, duties and powers and to work within the broad current legislative framework ensuring the continuity of Governing Body business.						
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community						
Organisation Chart: <div style="text-align: center;"><table border="1"><tr><td>Chair of Governors</td></tr><tr><td style="text-align: center;">↓</td></tr><tr><td>Clerk to Governors</td></tr></table></div>				Chair of Governors	↓	Clerk to Governors
Chair of Governors						
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Clerk to Governors						

Scope**Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalent) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

Summary of Main Contacts.

- Governors
- Headteacher
- Local Authority
- School Staff

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Provide a full range of administrative support, for the Chair, Governing Body, Governor Committees and the Headteacher (if applicable). This support will include dealing with confidential issues.
2. Advise the Governing Body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
3. Convene all Governing Body meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Headteacher and Governing Body.
4. Maintain an archive signed record of the Governing Body minutes and send approved minutes to the LA when required. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
5. Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.
6. Attend termly meetings arranged by the LA, and other training seminars as required.
7. Administration of the appointment procedure and induction of new Governors. Maintain a database of Governor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of Parent, Teacher and Staff Governors following LA guidance.
8. Ensure the Governors' Annual Report conforms to all statutory requirements.
9. Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Headteacher, Chair and Governing Body on the wide range of routine and complex issues.
10. Maintain records of current terms of reference and membership of committee and working parties and nominated Governors e.g. Literacy.
11. Carry out any other reasonable duties relating to the post as directed by the Chair of Governors and agreed by the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- GCSE or equivalent level in English
- Knowledge of educational legislation, guidance and legal requirements relevant to the governing body (*desirable but not essential as training will be provided*)
- Knowledge of the roles, responsibilities and procedures of the Governing Body, the Headteacher, the LA and the Department for Education (*desirable but not essential as training will be provided*)

Skills/Abilities:

- Good general communication skills
- Excellent, accurate, and concise writing skills
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of Governing Body data/documentation
- Tact, diplomacy, confidentiality and sensitivity
- Ability to use appropriate IT equipment as required by the Governing Body

Experience:

- Experience of committee working, clerking of committees or serving as a school governor (*desirable but not essential*)

Personal Qualities:

- A flexible approach to work
- A sense of responsibility and integrity
- Positive attitude to personal development and training
- Openness to learning and change
- Tact and diplomacy
- Confidentiality
- Ability to remain impartial

Special Factors

- Able to travel to meetings
- Able to work at times convenient to the Governing Body, including evening meetings
- Available to be contacted at mutually agreed times