Saint Joseph’s Catholic School

Job Description for Clerk to the Governors

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| **Post** | Clerk to the Governors |
| **School** | St Joseph’s Catholic School |
| **Pay Range** | Grade E £2124 per annum |
| **Responsible to** | Chair of Governors |
| **Contract Type** | Permanent  |
| **Hours** | 208 per year average 4 hours per week but potentially more when meetings to be minuted and less at other times  |

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| **Areas of Responsibility and key tasks**To support the Governing Body in the discharge of their functions in accordance with legislation. To attend all six Full Governing Body meetings and committee meetings (Academic, pastoral, staffing and finance). |
| **Main Responsibilities*** To provide administrative and procedural support in order that meetings of the Governing Body are efficiently prepared for
* Liaise with the Chair and Headteacher before meetings to prepare a purposeful agenda
* Produce, collate and distribute the agenda and papers to recipients in a timely manner before meetings
* Take notes at meetings to prepare minutes, recording all decisions accurately and objectively indicating who is responsible for any agreed actions and any agreed timescales
* Prepare draft minutes and arrange for approval/amendment by Chair and Head teacher before circulation to all Governors and Diocesan authority if necessary
* Maintain a database of names, addresses and category of Governing body members and their term of office

and membership of committees and nominated areas of responsibility (eg safeguarding)* Maintain copies of current terms of reference for committees
* Inform the Chair and appropriate members of any memberships due to expire
* Provide a welcome pack/information for newly appointed governors
* Maintain governor meeting attendance records, advising the Chair of any concerns
* Ensure an annual register of pecuniary interests is reviewed and maintained.
* Keep up-to-date with current educational developments and legislation affecting school governance in order to provide pro-active support to the Governing Body.
* Maintain governor training records
* Take minutes at any adhoc meetings involving governors eg staff disciplinary, parental disputes
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| **Saint Joseph’s Catholic School****Person Specification for Clerk to the Governors**

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|  | ***ESSENTIAL*** | ***DESIRABLE*** |
| **Qualifications**  | * **Minimum of 5 subjects at GCSE or equivalent including Maths and English**
 | * **Holding a relevant clerking qualification (or willing to obtain)**
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| **Experience** | * **Proven administrative experience**
* **Secretarial experience**
 | * **Experience in a similar role**
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| **Knowledge and Skills** | * **Excellent organisational skills**
* **Excellent IT skills and familiarity with Office 365**
* **Excellent communication skills, both verbal and written**
 | * **Understanding of GDPR**
* **Understanding of Catholic education**
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| **Commitments** | * **Sympathetic to Catholic values**
* **Committed to safeguarding and promoting the welfare of children**
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| **Personal Qualities** | * **Personable, approachable and courteous at all times**
* **Flexible attitude to work and role as circumstances demand**
* **Ability to use initiative, but also happy to seek support**
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