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 | |
| **Saint Joseph’s Catholic School**  **Person Specification for Clerk to the Governors**   |  |  |  | | --- | --- | --- | |  | ***ESSENTIAL*** | ***DESIRABLE*** | | **Qualifications** | * **Minimum of 5 subjects at GCSE or equivalent including Maths and English** | * **Holding a relevant clerking qualification (or willing to obtain)** | | **Experience** | * **Proven administrative experience** * **Secretarial experience** | * **Experience in a similar role** | | **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** | | **Commitments** | * **Sympathetic to Catholic values** * **Committed to safeguarding and promoting the welfare of children** |  | | **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** |  | | |  | | |