



The Wyvern Federation

Post: JOB DESCRIPTION

SECTION A: Reporting to: The Governing Board/Executive Headteacher	
Job Title:	Clerk to the Governing Board
Grade:	Inner London Pay Scale
Hours:	

SECTION B: Responsible to:	Executive Headteacher / Headteacher
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SECTION C: PURPOSE OF POST

The role of the Clerk to the Governing Board is to support the Chair, Executive Headteacher and Headteachers in ensuring the smooth functioning of the Governing Board and Committees.

- To support the leaders of the Federation, including Chairs of Committees, in governing it effectively.
- To provide advice to the Governors and School Leaders on governance, constitutional and procedural matters.
- To provide effective administrative support to the Governing Board and Committees.
- To provide guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and advice on procedural matters relating to the operation of the board.

SECTION D: MAIN DUTIES AND RESPONSIBILITIES

Provide advice to the governing board:

1. Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance. Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings.
2. Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board.
3. Advise governors and appointing bodies in advance of the expiry of a trustee's term of office and impact of this on the board's capacity and skills mix.
4. Inform the governing board of any changes to its responsibilities as a result of a change in

school status or changes in the relevant legislation.

5. Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance.
6. Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings.
7. Advise the governing board on best practice in relation to its scheme of delegation for governance
8. Advise on the annual calendar of governing board meetings and tasks.
9. Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations.
10. Advise the governing board on succession planning

Provide effective administration to the governing board

11. To provide clerking duties to the Governing, standing committees and those committees that are constituted when required. This will include work with the Chair, Executive Headteacher and/or Headteacher to prepare a purposeful agenda for each meeting.
12. Produce, collate and distribute the agenda and papers in order that recipients receive them in a timely manner.
13. Take notes of Board and committee meetings to prepare minutes, record decisions indicating who is responsible and the agreed timescale.
14. Prepare minutes and arrange for approval / amendment by the Chair and Executive Headteacher / Headteacher before circulation to governors.
15. Ensure accurate records of governor membership using the Governorhub database and systems of the schools.
16. Support the administration of membership including the induction of new members, managing terms of office and supporting the process of governor elections.
17. Maintain records of governor attendance and ensure that these are published in accordance with the DfE requirements.
18. Ensure that the Board manages non attendance.
19. Maintain an accurate register of pecuniary interests and annual declarations.
20. Ensure that statutory policies are in place and that signed records are maintained.
21. Ensure that GIAS is up to date and that the schools' websites are kept up to date and meet statutory requirements.
22. Ensure Disclosure and Barring (DBS) has been carried out on any member when it is appropriate to do so.
23. Clerk committee meetings that are constituted to hear pupil exclusion, complaints, grievances and staff disciplinary cases.
24. To act as a source of information and advice for Trustees, Local Governors Headteachers and other Reach South Clerks to Governors.
25. To ensure that meetings of the Governing Board and its Committees are conducted in accordance with their standing orders and terms of reference, Governors Code of Conduct, KCSiE and relevant legislation.
26. To maintain a calendar of Governing Board and Committee business so as to ensure such business is appropriately conducted within an annual cycle of meetings.
27. To provide briefing and/or training for Committee Chairman, Governors and Clerks as required.

Additional Information

- The above list is not exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description may be varied to meet the changing demands of the Federation at the reasonable discretion of the Executive Headteacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

SECTION E: SAFEGUARDING

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. You will be required to adhere to the following:

- General Data Protection Regulation for the security, accuracy and significance of the personal data held in the schools' systems.
- Take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- Understand and implement all the Federation's policies with particular regard for Safeguarding, Health & Safety, Equal Opportunities and Code of Conduct, to work actively to overcome and to prevent discrimination on grounds of race, sex, disability.

Person Specification

Qualifications & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Good general education – Minimum of 5 GCSEs Grade A*-C with Grade A*-C in Maths and English. • Level 4 Diploma in Business and Administration or equivalent experience. • GCSEs Level 3 Certificate in the Clerking of Schools and Academy Governing Bodies or equivalent demonstrable experience. • Demonstrable commitment to CPD • Experience of writing agendas and accurate concise formal minutes. • Experience of working in an environment where experiences included taking initiative and self-motivation. • Experience working as a member of a team.
Desirable	<ul style="list-style-type: none"> • Developing and maintaining contacts with outside agencies. • Knowledge of Equal Opportunities and Human Rights legislation.

	<ul style="list-style-type: none"> ● Knowledge of Data Protection legislation. ● Working towards ICOSA Qualification
Skills & Knowledge	<p>Essential</p> <ul style="list-style-type: none"> ● Knowledge of Governing Board procedures. ● Knowledge of educational legislation, guidance and legal requirements. ● Knowledge of the respective roles and responsibilities of the Governing Board, Committees, the Headteacher, the Local Authority, and the DfE. ● Strong demonstrable written and oral communication skills ● ICT including keyboarding skills. ● Strong organisational skills and the ability to work to tight deadlines. ● Organising meetings, record keeping, information retrieval and dissemination of Governing Board documentation. ● Ability to establish and manage effective relationships with all levels of staff
Personal Attributes	<p>Essential</p> <ul style="list-style-type: none"> ● Integrity; honesty and reliability. ● Ability to maintain confidentiality. ● Ability to remain impartial. ● Have a flexible approach to working hours. ● Be empathetic to the needs of others. ● Have an openness to learning and change. ● Have strong interpersonal and organisational skills. ● Be able to work at times convenient to the Governing Board including evening meetings. ● Be adaptable and available to work flexibly across different locations. ● Be available to be contacted at mutually agreed times