



JOB DESCRIPTION

JOB TITLE: Clerk to the Governors & Company Secretary

Purpose:	Provide advice and guidance to the governing body on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the governing body and its committees by providing: <ul style="list-style-type: none">• Administrative and organisational support;• 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 the procedural matters relating to the operation of the board.
Reporting to:	Chair of Governors Headteacher
Responsible for:	N/A
Liaising with:	The Chair of Governors Governors Headteacher Teachers, parents, other school staff Chairs of Committees Senior Leadership Team
Working Time:	10 hours per week Term time only Flexible working to include some evenings
Salary/Grade:	Grade 6 points 13-20 £24,948 - £28,371 pro rata p.a. (Actual Salary: £5,767-£6,559 per annum)
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	February 2023



MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Clerk to the Governors / Company Secretary are to be read in conjunction with the School's Protocols which should be complied with at all times.

<p>Main Duties</p>	<ul style="list-style-type: none"> • To advise the governing body on its core functions and Department for Education(DfE) governance advice, including the Governance Handbook and Competency Framework for Governance. • Advise the governing board on relevant legislation and procedural matters where necessary before, during and after meetings. • To have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governors. • To inform the governing body of any changes to its responsibilities as a result of change in school status or changes in relevant legislation. • Advise the board on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academies Handbook) • Offer advice on best practice in governance, including on committee structures both at board and academy level. • Advise the governing body on best practice in relation to its scheme of delegation for governance. • To ensure that statutory policies are in place and are revised when necessary, through liaison with relevant staff. • To advise on the annual calendar of governor body meetings and tasks. • To send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice. • To contribute to the induction of governors taking on new roles, in particular chair or chair of a governor group. • Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations.
<p>Manage Information</p>	<ul style="list-style-type: none"> • To maintain up-to-date records of the names, addresses and category of governing body members and their term of office, and inform the governing body of any changes of membership. • To maintain copies of current terms of reference and membership of any governor groups and any nominated governors, e.g. Child Protection. • To maintain a record of signed minutes of meeting in school and ensure copies are sent to relevant bodies on request and are published as agreed at meetings. • To maintain records of governing body correspondence. • To ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example on the website
<p>Administration</p>	<ul style="list-style-type: none"> • With the Chair and the Headteacher to prepare a focused agenda for the governing body meeting and governor group meetings.



	<ul style="list-style-type: none"> • To liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations. • To ensure meetings are quorate. • To record attendance of governors at meetings and any apologies, and to take appropriate action in relation to absences, including advising absent governors of the date of the next meeting. • To draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Headteacher. • To circulate the reviewed draft to all governors (members of the governor group), the Headteacher and any other relevant body as required, within the timescale agreed with the governing body. • To follow up any agreed action points with those responsible for them and inform the progress to the chairs of the governor groups. • Maintain relevant filing, documents and archives
<p>Business Support</p>	<ul style="list-style-type: none"> • As Company Secretary - assist the Business Manager in sending, receiving and filing documents as appropriate, specifically acting as an intermediary with the Governing Body • To undertake any other appropriate duties, as requested by the Business Manager, to assist with the efficient running of the School's support services.
<p>Membership</p>	<ul style="list-style-type: none"> • To advise governors in advance of the expiry of a governor's term of office so elections or appointments can be organised in a timely manner. • Advise on the impact of Governors leaving on the skills mix and capacity. • Conduct a skills audit and identify training requirements • Advise the governors of the DfE's recommendations and guidance in relation to members and trustees. • To chair part of the meeting at which the Chair is elected, giving procedural advice concerning the conduct of this and other elections. • To maintain a register of governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school. • To ensure Disclosure and Barring has been carried out on any governor when it is appropriate to do so. • To maintain records of training undertaken by members of the governing body. • To maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance. • To advise the governing body on succession planning of all roles, including the Chair of Governors • Ensure the governing body appoints from its numbers, individuals to oversee certain responsibilities such as health and safety and SEND.
<p>Additional Duties</p>	<ul style="list-style-type: none"> • To clerk any statutory appeal committees/panels the governing body is required to convene, including Student Discipline, Staff Appraisal Appeals, Staff Dismissal Hearings and Staff Dismissal Appeals. • To perform such other tasks as may be determined by the governing body from time to time.



	<ul style="list-style-type: none"> Assist with the election of parent and staff governors.
Essential Skills & Qualification	<ul style="list-style-type: none"> Good listening, oral and written skills. Writing agendas and taking accurate concise minutes. ICT including keyboard skills and using the internet to access relevant information. Highly organised, good administrative skills, methodical, attention to detail. An understanding of Equal Opportunities legislation. Be able to demonstrate willingness to attend appropriate training and development. Be able to work as part of a team. Be a person of integrity with the ability to maintain confidentiality. Be able to remain impartial. Have a flexible approach to working hours. Be able to work on own initiative and be self-motivated. Knowledge of governing body procedures. Knowledge of educational legislation, guidance and legal requirements. Knowledge of respective roles and responsibilities of the governing body. Knowledge of legislation that has impact on the work of the governing body e.g. DDA, Data Protection, Freedom of Information.
Essential personal attributes	<ul style="list-style-type: none"> Excellent relationships with members of staff and the governing body Flexibility and adaptability during periods of working under pressure
Staff Development	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas of training and development to maintain and improve his/her knowledge and improve practice. To engage actively in the Performance Management review process.
EMPLOYEE RESPONSIBILITIES: <ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. To promote actively the school's corporate policies. To comply with the school's Health and Safety Policy, Code of Conduct and Safeguarding Policies and associated working procedures, undertaking risk assessments as appropriate. To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. To support the school in meetings its legal requirements for worship. To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 	



- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking/Vaping policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Business Manager) **Date :** _____

Closing date: Sunday 12th March 2023