



Clerk to Governors

We are looking for an organised and flexible Clerk to Governors. The ideal candidate will have strong interpersonal and communication skills, attention to detail and the ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times.

This role works closely with the Headteacher and Chair of Governors to ensure that meetings are convened, minutes and records of attendance at meetings are taken and kept, and notices issued and received in accordance with relevant regulations.

Hours: Governing body meetings are held remotely between 6.30-8.30pm or in person from 9-11am on the school site. There are generally six meetings each academic year. There is flexibility to complete administration tasks associated with the meetings through home working. You will be provided with a school email address to undertake the role.

Permanent contract (zero hours), term time only

Salary: £220 per meeting

Reports to: Chair of Governors

Job Description: Clerk to Governors

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Purpose of the role:

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Duties and Responsibilities

This is an autonomous role which involves the following duties and responsibilities:

- Liaising with the Headteacher, Chair of Governors and members of the senior leadership team prior to each governing body meeting.
- Preparing and distribute agendas, minutes and correspondence within agreed timescales.
- Attending governor meetings (approximately 6 per year) and take minutes.
- Following up on any agreed action points.
- Collating and distribute data and information when required.
- Keeping accurate membership records.
- Maintaining a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly.
- Assisting with the elections of new governors.
- Supporting the induction of new Governors.
- Providing advice and support to the governing board to ensure compliance with statutory legislation and requirements.
- Updating GovernorHub with governing body information including papers for meetings.
- Ensuring that statutory policies are in place, and are revised, when necessary, with the assistance of staff
- Identifying training opportunities for Governors.
- Performing such other tasks as may be determined by the governing body from time to time
- Undertaking training for the role as and when required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance appraisal process.

Qualities		
Criteria	Essential	Desirable
Experience		<p>Previous experience of:</p> <ul style="list-style-type: none"> · Clerking meetings and producing minutes. · Working in an environment where experiences included taking initiative and self-motivation.
Skills and knowledge	<ul style="list-style-type: none"> · Excellent attention to detail. · Effective communication and interpersonal skills. · Good listening, oral and literacy skills. · Ability to prioritise work and ensure that it is completed to a high standard, meeting deadlines. · Excellent minute taking ability (this will be tested at interview). · have a positive attitude to personal development and training. 	<p>Previous experience of:</p> <ul style="list-style-type: none"> · Record keeping and information retrieval. · Using the internet to access relevant information.
Personal qualities	<ul style="list-style-type: none"> · A flexible and approachable manner · A high level of personal integrity, dependability, reliability and confidentiality. · Confidence to build effective relationships with the Chair and Headteacher and other key stakeholders. · A positive approach to problem solving and overcoming challenges. · Commitment to safeguarding and equality. 	
Other Work-related Requirements	<ul style="list-style-type: none"> · Flexibility to attend meetings in the afternoon and early evening and to complete all other required work from home. · Access to a computer (laptop, desktop, tablet) and the internet at home · Availability to be contacted at mutually agreed times. 	