



DANES EDUCATIONAL TRUST

JOB DESCRIPTION

Job Title	Clerk to the School Boards
Line Manager	Chair of Governors of each school
Working Week	360 hours per year to be worked flexibly
Weeks Worked	38 weeks
Holiday Working	None
Pay Range	H7 scp 19 to 23 (£24,799 to £26,999 pro rata) <i>Actual starting salary including fringe allowance - H7 point 19 £5,400.52 per annum, incorporating holiday pay.</i>

Core Purpose

To provide clerking to Chancellor's, De Havilland and Elstree UTC School Boards and provide advice as required on governance, constitutional and procedural matters.

Main Duties and Responsibilities

The Clerk will:

1. Provide effective clerking and administration of all School Board meetings and panels *:
 - With the Chair and Headteacher, prepare a focused agenda for each meeting
 - 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;
 - Ensure meetings are quorate
 - Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting
 - Draft minutes of School Board meetings (including sub-committees), indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher
 - Circulate the reviewed draft minutes to all Governors (or members of the relevant sub-committee), Headteacher and the Trust Clerk within the timescale and as stated in the School Board Terms of Reference.
 - Follow-up any agreed action points with those responsible and inform the Chair of progress in a timely fashion.

*** There are 4 meetings of the full School Board each year. In addition, there are annual meetings of the Senior Staff Pay and Remuneration sub-committee and Admissions sub-committee. From time to time, there may be additional panels convened to hear Exclusions or Complaints and Grievances. Please see breakdown at the end of this document for full details.**

2. Provide advice to the School Board:

- Act as the first point of contact for Governors with queries on procedural matters;

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- Access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from the Trust Governance Lead or Trust Clerk on behalf of the School Board
- Inform the School Board of any changes to its responsibilities as a result of direction from the Trust Clerk and/or changes in relevant legislation
- Offer advice on best practice in governance matters including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary
- Co-ordinate the School Board meeting schedule to ensure it dovetails with the Trust Meetings' Schedule
- Send new Governors induction materials and ensure they have access to appropriate training courses and guidance documents, including any agreed Code of Practice and the Trust Governance Handbook
- Contribute to the induction of Governors and those taking on new roles.

3. Membership

- Assist with the elections of governors and advise Governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections and ensure a recommendation for appointment is passed to the Trust Board for approval.
- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the School Board; and
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the School Board on succession planning (of all roles, not just the Chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of School Board governors and their term of office, and inform the School Board, Trust Clerk and any relevant authorities of any changes to its membership
- Keep the Governance section of the school website up to date and ensure all documentation required to be there is up to date, accessible and compliant with current DfE requirements and legislation.
- Maintain copies of current terms of reference and membership of any sub-committees and working parties and any nominated Lead Governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies and the Trust on request as stated in the School Board Terms of Reference, and are published as agreed at meetings;
- Maintain records of Trust Board and School Board correspondence
- Ensure that all School policies including statutory policies and other school documents approved by the School Board are properly maintained, updated and communicated in accordance with agreed cycles including liaison with policy owners for updates and publication as agreed, for example, on Every and on the websites.

5. Personal Development

- Participate in the Trust Clerking network
- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management which will include self-review against the DfE Clerking competency framework.

6. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the School Board is required to convene (*see page 1)
- Participate in, and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE) documents
- Maintain archive materials
- Prepare briefing papers for the School Board, as necessary
- Support the Chair in conducting skills audits and the criteria for appointing new Governors relevant to vacancies

Perform such other tasks as may be determined by the School Board from time to time

Equalities

The post holder is required to be aware of and support difference and ensure that the Trust's equalities and diversity policies are followed.

Health & Safety

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Criminal Records Check – Disclosure & Barring Service (DBS)

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school's pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of

the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Supervision/Job Context

The post holder is managed by the Chair of the School Board

Contacts

The post holder will work with Governors, Headteachers, Trust central staff and other members of school staff.

Person Specification (Knowledge, Experience and Training)

Essential

The clerk should be able to provide evidence of the following:

- Able to maintain confidentiality
- Able to remain impartial
- Able to work as part of a team and also able to work independently using their own initiative
- Be a person of integrity
- Very good listening, oral and literacy skills
- Experience in writing agendas and accurate concise minutes
- Pays attention to detail and ensures work is of a high standard
- Good ICT including keyboarding skills
- Efficient organisational skills – able to organise their time, organise meetings and work to deadlines
- Experience/understanding of record keeping, information retrieval and dissemination of a range of documentation
- Proficient in using the internet to access relevant information;
- Able to build relationships with others and maintain contacts with outside agencies e.g. RSC, EFSA and the DfE
- Demonstrates a willingness to attend appropriate training and development
- Flexibility – able to work at times convenient to the School Boards, including evening meetings
- Able to travel to meetings
- Be available to be contacted at mutually agreed times
- Models the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.*

Desirable

- Experience of working with school governors
- Understanding of the statutory duties of school governing bodies (School Boards)
- Knowledge of educational legislation, guidance and legal requirements
- Knowledge of Equal Opportunities and Human Rights legislation;
- knowledge of GDPR and data protection regulations
- have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.

	Name	Signature	Date
Post Holder			
Line Manager			
SLT			

NB Signed copy to be returned to Human Resources Administrator for Personnel Records

48 days per year total time

Each school has 4 School Board meetings per year. 2 days are allocated for each meeting (includes agenda preparation, attendance to minute the meeting, time for the completion of minutes) = 24 days per year

SSPR sub-committee. 0.5 day per year per school = 1.5 days per year

Admissions sub-committee. 0.5 day per year per school = 1.5 days per year

*Complaints panel. 1 day allocated per year per school = 3 days per year

*Grievance. 1 day allocated per year = 3 days per year

Additional administration time per year re convening meetings, email correspondence, governor elections including annual skills audit for each school, attendance at clerks' network meetings, contribution to induction training, general filing and updating of records, clerk training and development workshops etc. 5 days per year per school = 15 days per year

*Notional allocation given but may not be required.