Clerk to School Governors – Applicant Information Pack

# Role description

The Clerk to School Governors:

* Is accountable to the Local Academy Committee / Governing Body;
* Works closely with the Headteachers, Chairs and other Governors;
* Proactively provides advice on constitutional and procedural matters in conjunction with the LDBS Clerking Service Manager on issues relating to school governance;
* Observes confidentiality on all matters;
* Organises the meeting schedule and prepares agendas and papers in advance of each meeting;
* Produces accurate and well-presented minutes from each meeting in a timely fashion;
* Maintains formal records for the Local Academy Committee / Governing Body;
* Ensures all appropriate follow-up action has been taken following the meetings; and
* Facilitates effective working between the Governors, the Headteachers (and, where applicable, Board Members of a Trust of which a school may be a part of).

# Pay scale

S01 Scale / Point 23 (£29,766 pro rata) with an hourly pay rate of £19.52. The salary is based on working term-time only (40 weeks in the year).

# Attendance and location of work

The hours for this position are irregular due to the nature of the role. Therefore, the post-holder must be flexible in their approach and be able to:

* Attend meetings at schools within the Diocese of London (most of which are in the evening, but can occasionally be early in the morning or during working hours);
* Attend additional ad-hoc hearing panels;
* Visit allocated schools to carry out administrative duties;
* Work from home on their own initiative to meet the deadlines set by law and the schools.

Where possible, the clerks are allocated schools on a geographical cluster basis.

# Enquiries and submission of completed form

Please address all enquiries, and submit the completed application form to:

**Ammar Ahmed**

**Head of Clerking Service**

[**ammar.ahmed@london.anglican.org**](mailto:ammar.ahmed@london.anglican.org)

# Job description

**Primary duties and responsibilities**

The Clerk will:

* Service an agreed number of Local Academy Committee / Governing Body meetings, which includes:
  + Completing pre-meeting items, such as:
    - Preparing the agenda after liaising with the Headteacher and the Chair of Local Academy Committee / Governing Body.
    - Collating all the supporting papers for the Local Academy Committee / Governing Body meeting.
    - Circulating the agenda and supporting papers at least 7 days before the meeting.
  + Producing accurate, detailed and well-presented minutes, noting any actions arising, to whom they have been delegated and for when they must be completed.
  + Proactively providing advice on procedural and compliance issues in relation to school governance that may arise during the meeting.
  + Completing post-meeting items, such as:
    - Preparing the first draft of the minutes (which includes actions arising, to whom they have been delegated and by when they should be completed) within 5-10 working days.
    - Incorporating any suggested amendments and corrections prior to circulating the completed minutes to the Local Academy Committee / Governing Body / Committee members.
    - Monitoring and following up on action points.
* Maintain formal records of the Local Academy Committee / Governing Body. This includes the:
  + Annual Register of Business & Pecuniary Interests;
  + Attendance Register;
  + Local Academy Committee / Governing Body membership register (includes contact details, terms in office, committee memberships, etc.);
  + Instrument of Government / Scheme of Delegation;
  + Standing Orders / Terms of reference;
  + Governors’ Code of Conduct;
  + Annual Skills Audit;
  + Register of any training undertaken by the governors; and
  + Link governor roles and a record of visits made by the governors to the school.
* Review Local Academy Committee / Governing Body members’ terms in offices and liaising with relevant nominating authorities when necessary to ensure reappointments / new appointments occur in a timely fashion.
* Ensure school maintains and stores the necessary records of Local Academy Committee / Governing Body documents / registers.
* Send out induction material to newly appointed Local Academy Committee / Governing Body members.
* Stay up to date with and familiarise himself / herself with legal regulations for Local Academy Committees / Governing Bodies. This includes statute, regulations, guidance issued by the Department for Education / Education and Skills Funding Agency, the Articles of Association and the Scheme of Delegation (if attached to an academy) or the Instrument of Government, Terms of Reference and, if applicable Standing Orders (if attached to a voluntary aided or maintained school).

**Additional duties and responsibilities**

The Clerk may also be asked to:

* Service extraordinary meetings of the Local Academy Committee / Governing Body:
* Service occasional hearing panels;
* Assist with parent and staff governor elections; and
* Assist and support governors taking on new roles within the Local Academy Committee / Governing Body (i.e. Chair, Vice Chair, Link Governor Roles);
* Participate in, and contribute to, the training of governors in areas related to governance and compliance with educational regulation.

Occasionally, the Clerk may also be requested to provide relief cover or temporary cover to ensure the LDBS Clerking Service can continue to operate efficiently. Any such relief cover or temporary cover will be allocated only after consultation with the clerk.

**Personal development**

The Clerk will:

* Undertake appropriate and regular training upon the advice of their line manager and / or as a result of their annual Performance Review and Development Meeting.
* Attend regular training sessions organised by the LDBS Clerking Service.
* Attend and participate in professional development programmes and any other such opportunities made available by the LDBS Clerking Service.

# Person Specification

**Essential requirements**

* Educated to at least National Qualifications Framework Level 3 – or equivalent.
* Excellent communication skills (verbal, written and listening)
* Capable of producing accurate, detailed minutes.
* Excellent organisation and time management skills.
* Able to work under pressure in order to meet statutory deadlines.
* Able to manage conflicting work pressures and organise priorities.
* Confident in being able to provide advice on procedural and compliance matters to the Local Academy Committee / Governing Body on matters pertaining to educational law and regulations.
* A high level of personal responsibility and confidentiality.
* Excellent interpersonal skills and an effective team player.
* Able to foster, maintain and develop relationships.
* Fully conversant with IT and competent user of word processing, email, spreadsheet and other relevant IT applications.

All essential requirements will be assessed through the application form, interview and written assessments.

**Desirable requirements**

* Previous experience of acting as a clerk to an Academy Trust / a Local Academy Committee / a Governing Body.
* Knowledge or previous experience of education legislation, guidance and legal requirement.

**Special requirements**

* Be able to work at times convenient to the Local Academy Committee / Governing Body (including early mornings and evenings).
* Be able to travel to meetings.
* Have access to a computer and internet.
* Willingness to attend appropriate training and networking opportunities.

The post-holder will be required to have an Advanced Disclosure and Barring Service Check.