

Role Title	Clerk to Governing Boards
Job Family	WF Traded Services
Competency Level	All Colleagues
Pay Range / Scale	SO2/ Hourly rate
Purpose To provide efficient and effective clerking services to schools and academies subscribing to the service. To provide advice to governing body on governance, constitutional and procedural matters.	
Generic Accountabilities	End Results/ Outcomes
Plan, organise and deliver own work in line with specified requirements	Defined work activity is completed to the required quality standards within specified timescales; Service objectives for area of responsibility are developed in agreement with line manager; Customers express high levels of satisfaction with the service they receive; Work is completed on time and to the quality and standards required.
Implement and review processes and procedures required to comply with relevant strategic, operational, corporate and legal requirements	Work is compliant with all relevant legislation, regulations, codes, requirements, standards and guidelines; Action is taken to swiftly resolve any issues.
Communicate effectively with internal and / or external customers/ service users. Act as point of contact for the service. Resolve problems, within scope of role, escalating to line manager as required.	Change initiatives are successfully integrated and implemented across all impacted service areas; Relevant, accurate, understandable and timely information is provided; A positive image of the Council is promoted.
Prepare and present a wide range of reports (both standard and non-standard) related to the post holder's area of responsibility	Reports are prepared, distributed and presented in line with required quality standards and specified timeframes.
Act in accordance with all policies and procedures applying to the role and understand the reason for this	All policies and procedures are complied with.

Job Specific Accountabilities:	End Results/ Outcomes
The post holder is required to: Attend meetings of the governing body	All School Governing Bodies/Boards are

Provide effective administrative support to the governing body and its committees; Ensure the governing body is properly constituted; Manage information effectively in accordance with legal requirements. The post holder will achieve these accountabilities by: • Establishing effective working relationships with Council Officers, Governors and School Leaders • Advising the governing board/body on governance legislation and procedural matters where necessary before and during • Informing the governing board/body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation • Offering advice on best practice in governance, including on committee structures and self-evaluation • Ensuring that statutory policies are in place, and are revised when necessary, with the assistance of staff and central support team • Offering advice on the annual calendar of governing body meetings and tasks • Contributing to the induction of governors taking on new roles, in particular chair or chair of a committee • Liaising with those preparing papers to make sure they are available on time • Ensuring all meetings are quorate • Recording the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, • Providing draft minutes of governing body/board meetings within five working days of the meeting, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Headteacher • Advising governors and appointing boards/ bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner; • Chairing that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections • Ability to select relevant points from a wide ranging /complex discussion and to write up as a clear, concise record of the meeting. • Experience of summarising /interpreting legislation or other detailed information and communicating it simply and clearly. • Taking an accurate record of the meeting • Able to deal appropriately with confidential and sensitive issues as discussed in meetings. • Supporting the maintenance of a register of governor pecuniary interests by ensuring that a record of governors'	provided with an efficient high quality clerking service. Positive feedback on service provided Correct advice given Governing bodies comply with legislation Appropriately constituted GBs Schools are compliant Annual calendar set Governors advised of training and development opportunities Deadlines met Correct quorum and attendance recorded; nonattendance actioned. Minutes distributed with actions within required timescales Membership expiry reported / appointments made Election conducted by clerk. Accurate concise minutes that comply with governor services standards Advice followed All relevant points recorded Confidential minutes when necessary Annual pecuniary
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business interests is reviewed regularly • Reviewing governor meeting attendance records and advise the chair of potential disqualification through lack of attendance • Advising the governing body on succession planning (of all roles, not just the chair) • Clerking any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement • Facilitating the completion of an annual skills audit and advise on training requirements and the criteria for appointing new governors relevant to vacancies • Supporting the maintenance of a register of signed minutes of meetings and other meeting papers in school. • Attending briefing and training sessions provided for clerks by the Authority and to participate in professional development opportunities provided.	interest forms completed/ returned Report given and recorded in minutes Governors take on specific roles Panels serviced in liaison with chair / school Skills audits completed / returned to governor services Signed minutes supplied to school file Clerk is well trained and up to date with developments
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Nature of Contacts
The post holder will engage in direct contact with Councillors, School Governors, School Leaders, and members of the public, including dealing with challenging situations. Also liaise/engage with other local authorities and key agencies where necessary/ appropriate. Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context
The post holder will be allocated to support a specific service area, but expected to work flexibly across a number of schools as required. Act within guidelines and standard procedures with discretion to organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.
Key Facts and Figures
Working conditions: Casual contract, no office space provided, regular evening work.

Resourcing
Budget Responsibilities: None
Supervisory Responsibilities:
Staff Management: None Reports to: Governor Services Manager/ Senior Governor Services Officer
Knowledge, Skills and Experience
Experience in the work of School governing bodies/boards or being a governor Experience of being a governing body clerk.

Authoritative knowledge of relevant regulations, processes, policies and procedures.
Proven ability to taking notes and preparing formal minutes of complex meetings.
Excellent written and verbal communication skills and the ability to build relationships

Indicative Qualifications

Demonstrable high level of literacy;
Post holder is expected to have attended, or be in the process of registering to attend the National Development Programme for Clerks to Governors;
The post holder is expected to undertake appropriate and regular training and development to maintain their knowledge and improve practice;
The post holder is expected to keep up-to-date with current educational developments and legislation affecting school governance;
A background in education is desirable.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

November 2016