



## **Clerk to Local Governing Body (Relief)**

### **Waterhouses CE Primary Academy**

We are looking to appoint a Clerk to Local Governing Body. This is an opportunity to support and work with a team of committed volunteers who form the Governing Body of Waterhouses CE Primary Academy. We meet regularly for a variety of termly meetings, as well as visiting school for a wide range of purposes, from interviews to staff discussions. We very much appreciate the support of an organised individual who can maintain the necessary paperwork and deal with the administration involved.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level.

If you would like to apply please apply via TES, the links can be found on our QEGSMAT website <https://www.qegsmat.com/current-vacancies/>

**Closing date for applications:** Thursday 26<sup>th</sup> March 2020 12pm

**Provisional Interview date:** Tuesday 31<sup>st</sup> March 2020

**Actual Salary:** Scale 3 £18,795 - £19,171 FTE (hourly rates £9.74 - £9.94)

**Potential Start date:** As soon as possible



## **JOB DESCRIPTION**

**Post Title:** Clerk to Local Governing Body

**Responsible to:** Chair of Local Governing Body

**Scale:** Scale 3

**Hours:** Relief

**POST OBJECTIVES:** Act as Clerk to the Local Governing Body, you will be accountable to the Local Governing Body, working effectively with the Chair of Governors, the Headteacher and other Local Governors. You will secure the continuity of governing body business and observe confidentiality requirements.

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### **DUTIES AND RESPONSIBILITIES:**

- Liaise with the Headteacher and Chair of Governors on helping to produce a 'local Governing Body Year Planner', which includes an annual calendar of meetings and cycle of agenda items for the Governing Body and its committees;
- Prepare Local Governing Body meeting agendas in consultation with the relevant Chair, Headteacher and if appropriate the Leadership Team lead;
- Collate and distribute agendas and supporting paperwork in a timely manner;
- Ensure continuity of Governing Body business across the committees;
- Attend all Governing Body meetings to take minutes and advise on statutory and legislative requirements;
- Chair that part of the meeting at which the Chair is elected;
- Maintain Governor meeting attendance records and to advise the Governing Body of non-attendance of Governors;
- Oversee the recruitment of new governors and governor elections in a timely manner and in accordance with the Scheme of Delegation;

- Ensure that ID, Barred List and Disclosure checks have been successfully carried out on Governors, as required via the School Office Manager;
- Issue appropriate induction documentation to new Governors and advise and support new Governors and Governors taking on new roles;
- Promote Governor training and development opportunities;
- Participate in, and contribute to, the training of Local Governors in areas appropriate to the Clerk role;
- Support and liaise with QEGSMAT to advise the Local Governing Body on schemes of delegation responsibilities;
- Maintain a register of business interests which is reviewed annually and lodged within the academy;
- Maintain copies of terms of reference and membership of committees and working parties and nominated governors;
- Monitor changes in relevant legislation and the regulatory environment and to take appropriate action;
- Liaise with external regulators and advisors as required;
- Manage the content of the Governor section of the academy website via the School Office Manager;
- Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to relevant stakeholders;
- Send letters and emails as requested by the Chair of Governors;
- Co-ordinate Governor links and visits to the academy, maintaining the register of Governor involvement via the Headteacher;

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## PERSON SPECIFICATION

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Demonstrate a willingness to attend appropriate training and development</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good listening, oral and literacy skills</li> <li>Use of ICT including keyboard skills</li> <li>Creating accurate concise minutes</li> <li>Have good interpersonal skills</li> <li>Record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners</li> <li>Using the internet to access relevant information</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of governing body procedures;</li> <li>Knowledge of educational legislation, guidance and legal requirements;</li> <li>Knowledge of Data Protection / GDPR</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the respective roles and responsibilities of the Academy Trusts, Members, Trustees, Governing Body, the Headteacher, the LA, Church</li> </ul>	

		Authorities and the DfES. <ul style="list-style-type: none"> <li>• Knowledge of Equal Opportunities and Human Rights legislation</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working to deadlines</li> <li>• Organising meetings</li> <li>• Creating agendas</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant personal and professional development</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be a person of integrity;</li> <li>• Be able to maintain confidentiality;</li> <li>• Be able to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and Training;</li> <li>• Be able to work at times convenient to the governing body including evening meetings;</li> <li>• Willingness to attend appropriate training and development</li> </ul>		

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_