

JOB DESCRIPTION

St Matthew's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST Clerk to Governors

GRADE
NJC Pay Scale Points 11 to 17

RESPONSIBLE TO Chair of Governors

PURPOSE OF THE JOB

To provide confidential, high quality and timely support to the Governing Body of St Matthew's Primary School and its aims and objectives by acting as Clerk.
The Clerk to the Governing body will be accountable to the Governing Body, working effectively with the Chair of Governors. The Clerk will be responsible for advising the Governing body on constitutional legislative framework. He/She will secure the continuity of Governing body business and observe confidentiality requirements.

MAIN RESPONSIBILITIES

1. To meet with the Chairperson of the Governing Body and the Head Teacher to plan the agenda and any supporting papers for the full Governing Body meetings.
2. To check with the Chairperson on any actions that have been taken by him/her between meetings and that they are reported to the Governing Body.
3. To prepare and distribute the agenda, minutes and supporting papers for each meeting by the end of the week prior to the meeting.
4. To attend and accurately minute all formal meetings of the Governing Body indicating who is responsible for any agreed action.
5. To maintain the minute book or file and ensure that all formal minutes are signed and dated by the Chair of the Governing Body.
6. To advise on procedural and legislative matters to ensure the Governing body works to the legal framework.
7. To collect and distribute all papers relating to Governor Training and development issues.
8. To record the attendance of Governors at meetings and warn any Governors who are in danger of being disqualified through non-attendance.
10. To check on the dates of expiry of terms of office and warn Governors in advance.
11. To act as correspondent for the Governing Body in respect of all formal communications with external agencies.
12. To hold as a source of information for the Governing Body legal and reference materials such as; Instrument of Government; Articles of Government; School Government Regulations; Guide to the Law; Circulars; National Curriculum Statutory orders.
13. The Clerk will maintain a database of all Governors, including a register of pecuniary interests and insure they are maintained and reviewed annually.

14. The Clerk will attend briefings and participate in professional development opportunities.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

PERSON SPECIFICATION

Essential

1. Previous experience of working in an office administration role.
2. Good IT skills particularly in Microsoft word and excel.
3. Excellent communication skills both face to face and on the telephone.
4. Accuracy and attention to detail.
5. Committed to customer service.
6. A team player
7. Commitment to quality and continuous improvement.
8. Ability to work under pressure.
9. Flexible to the needs of the school.
10. Confidentiality of information.
11. Ability and willingness to work evenings and some unsociable hours.

Desirable

12. Successful completion of the National Training Programme for Clerks to the Governing Bodies, its equivalent or working towards completion.