



JOB DESCRIPTION

Post title	Clerk to the Governing Body
Responsible to	Governing Body through Chair of Governors
Salary	Single Status Grade 6/7
Main Purpose of the Job	<p>To be accountable to the Governing Body working effectively with the Chair of Governors, Principal and other Governors.</p> <p>To be responsible for advising the Governing Body on constitutional matters, duties and powers, and work within the broad current legislative framework.</p> <p>To secure the continuity of Governing Body business and observe confidentiality requirements.</p>
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To work effectively with the Chair and Principal, before the Governing Body meeting, to prepare a purposeful Agenda which takes account of DfE, LA and Diocesan issues, and is focused on school improvement. 2. To produce, collate and distribute the Agenda and papers so that recipients receive them at least seven clear days in advance of meetings. 3. To record the attendance of Governors at meetings and take appropriate action with regard to absences. To advise the Governing Body of non-attendance of Governors. 4. To advise the Governing Body on governance legislation and procedural matters where necessary, before during and after the meeting. 5. To take notes of the Governing Body meetings and to prepare minutes, including indicating who is responsible for any agreed action. 6. To record all decisions accurately and objectively with timescales for actions. 7. To liaise with the Chair prior to meetings to receive an update on progress of actions agreed previously by the Governing Body. 8. Following the approval of the minutes at the next meeting, make available to any interested parties and, where appropriate, forward to the Local Authority and the Diocese. 9. To maintain a database of names, addresses and category of Governing Body members and their term of office and to ensure Governor Services is notified of all changes. 10. To initiate a welcome pack/letter being sent to newly appointed Governors including details of terms of office. 11. To take action on the Governing Body's agreed policy to support new Governors, taking account of induction materials/courses made available by the LA and others.

	<ol style="list-style-type: none">12. To maintain copies of current terms of reference and membership of committee and working parties and nominated Governors.13. To advise Governors and the appointing bodies of expiry of the terms of office, before the terms expire, so elections or appointments can be organised in a timely manner.14. To maintain a register of Governing Body pecuniary interests and review this annually.15. To ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body.16. To maintain records of Governing Body correspondence.17. To help to produce a Governing Body Year Planner, which includes an annual calendar of meeting dates and the cycle of agenda items.18. To advise on the requisite contents of the School Handbook.19. To chair that part of the meeting at which the Chair is elected.20. To keep up to date with current educational developments and legislation affecting school governance.21. To attend Clerks' Support and Development meetings. <p>Progression to Single Status 7 is dependent on the following additional responsibilities being required of the role:</p> <ol style="list-style-type: none">22. Independently undertake research, analyse information and produce briefing papers for Governors.23. Give Governors advice on appropriate courses of action, taking into consideration legislation and guidance.
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.