

Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Education & Skills Service
Post title:	Clerk to Governors
Grade:	F
Responsible to:	Senior Clerk to Governors
Staff managed:	None
Date of issue:	August 2018
Job family:	E - Education/School

Job context

The Service aims to be a professional, high quality service that is fully responsive to the needs of its customers. This is achieved by:-

- Undertaking regular customer care surveys and responding to the feedback.
- Undertaking quality assurance checks;
- Ensuring all members of the Clerking Service Team to partake in service development;
- The production of an annual business plan incorporating key priorities for the service;
- Working with other traded services to ensure that there is a consistency in the documentation produced for schools, e.g. Service Level Agreements, Annual Reports etc.;
- Holding regular Service Meetings with all staff to ensure that all Team Members are fully appraised of latest developments.
- DBS enhanced Clearance is needed for this post

Clerks are homeworkers and need access to their own PC/Laptop, Safestick will be issued to all Clerks on appointment.

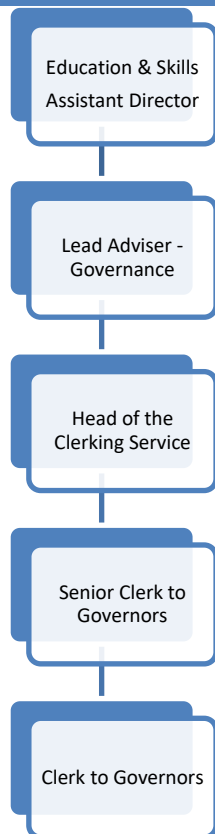
To have a commitment to the shared values and the common purpose of developing a culture of interagency working; including statutory boards, third and private sector organisations.

To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.

The Council Plan includes an objective to support all children and young people to fulfil their potential, and the Children and Young People Service has a strategic priority to ensure that all children and young people are able to succeed in good schools. By providing supporting effective school governance, this team makes a clear and direct contribution to the delivery of the strategic priorities of both CYPS and the wider County Council.

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Structure



Job Description

Job purpose	<ul style="list-style-type: none"> ▪ Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions. ▪ Ensure the governing body is properly constituted in-line with the Instrument of Government. ▪ Manage information effectively in accordance with legal requirements. ▪ Provide effective administrative support to the meetings of governing body and its committees as contracted.
Operational management	<ul style="list-style-type: none"> • Support/guide and advise school governing boards in ensuring that the composition of school governing boards includes required parent representation. • Support governing boards to ensure that schools deliver a range of educational and extra-curricular activities that promote the all-round development of children and young people. • Encourage sharing of information about best practice. • Ensure that information about school leadership and governance is shared in a timely, secure and appropriate manner.

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- Advise the governing board on governance legislation and procedural matters where necessary before, during and after the meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Have access to appropriate legal advice, support and guidance for the Local Authority.
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including committee structures.
- Advise on the annual calendar of governing board meetings and tasks.
- Contribute to the induction of new governors, ensuring they have access to appropriate documents.
- Mentor/Coach New HT/Chairs on governance regulations.
- In consultation with the chairman and headteacher and having regard to previous decisions of the governing board, prepare a focused agenda.
- Liaise with those preparing supporting papers, making sure deadlines are met as required by legislation.
- Ensure meetings are quorate and advise as appropriate on regulations.
- Monitor attendance and take appropriate action in relation to absences.
- Attend meetings of the full governing board and its statutory committees to take the minutes.
- Take follow up actions as instructed by the governing board, including the drawing up of draft minutes for approval by the chairman. Circulate draft minutes in the time scale agreed by the governing board.
- Maintain records of the membership of the governing board, including dates of appointment and term of office end dates, ensure governors are aware of expiry of term of offices' within a timely manner.
- Maintain a record of DBS renewal dates.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors e.g. safeguarding.
- Advise governors of the requirements to complete the Register of Business Interests, maintain the register and review it on an annual basis and lodge the register at the school.
- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and the LA of any changes to its membership.
- Be aware of the process in school of dealing with the governing board's correspondence, review annually.
- Ensure governing boards have a process in place with regards policy renewal and storage.

Communications

- Develop and maintain appropriate arrangements and mechanisms for effective two-way communication between headteachers/chairman and Clerk to governors, the school governing boards and the local authority.
- Promote communication between governing boards as a means of disseminating/sharing good practice.

Partnership / corporate working

- Develop strong and effective working relationships with school governing boards and individual governors.
- Identify work with partners or other services.

Systems and information

- Maintain the records of the governing board and store these on Governor Module secure system used by the Clerking Service.

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	<ul style="list-style-type: none"> • Store all GB minutes/agendas on Governor Module, using safe stick to ensure data security initially. • Use NYCC e-mail Outlook account when doing governing board business.
Strategic management	<ul style="list-style-type: none"> • Attend such briefing meetings and undertake such training as is arranged for clerks by the Manager of the Clerking Service.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Support school governing boards to meet their statutory responsibilities in respect of safeguarding children.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Knowledge of business administration. 	<p>Candidates should be able to demonstrate sound knowledge of through induction if not previously gained:</p> <ul style="list-style-type: none"> • The role and responsibilities of school governing boards and governors. • Current legislation and regulatory frameworks in respect of schools and local authority children's services. • Good practice in respect of school governance.
Experience <ul style="list-style-type: none"> • Prior work in a professional / administrative capacity 	<ul style="list-style-type: none"> • Servicing Committees. • Local Authority Experience.
Occupational Skills <ul style="list-style-type: none"> • Attention to detail and organisational skills. • Neatness and accuracy. • Communication skills including advising on government regulations relevant to the post. • Dependability and reliability. • Computer literate. • Self-motivating. • Able to work on own initiative. 	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Educated to GCSE level or equivalent. 	<ul style="list-style-type: none"> • Any relevant training appropriate to the role of Clerk to Governors.
Other Requirements <ul style="list-style-type: none"> • Ability to travel around the county • Willingness to work flexibly in terms of hours (which may include weekend and evening work) and locations (which may include home if suitable), in keeping with the dynamic nature of the work and the development of more efficient ways of working. 	
Behaviours	Link

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NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.