

## **Job Description**

### **Clerk to the Governors**

#### **ORCHARD HILL COLLEGE AND ACADEMY TRUST**

#### **General Purpose of Job:**

Responsible to the Governance Manager.

To provide a clerking service to the Local Governing Body (LGB) of the school(s) within the regional hub of Orchard Hill College and Academy Trust.

#### **Reporting Relationships**

The post holder will report to the Governance Manager.

#### **Functional Links**

The Clerk to the Governors will report directly to the Governance Manager. They will also need to liaise with pupils/students, other staff in the Family, governors, directors, parents, carers and other professionals.

#### **Main Job Purpose**

To provide advice to the LGB on governance, constitutional and procedural matters.

To provide effective administrative support to the LGB

To ensure the LGB is properly constituted and manage information effectively in accordance with legal requirements.

#### **Specific Duties:**

1. Preparation of agenda to incorporate relevant reports and actions from previous minutes in consultation with Head, Chair and other senior leaders and managers.
2. To attend LGB meetings to prepare detailed minutes (including evidence of governors' support and challenge for Ofsted purposes) and progress action arising out of meetings as necessary and to advise the Governing Body on procedural matters and ensure prompt circulation to governors other interested parties.

3. Providing general admin support to the Governance Manager including monitoring of governors' attendance, preparation and analysis of governors' skills audits, maintenance of membership records and preparation of paperwork for staff governors and parents nominations where appropriate, preparation of appointment letters, printing and collating, uploading papers to the governors' portal etc.
4. To have oversight of membership of the LGB and to advise Headteachers, Chair of Governors and the Governance Manager of forthcoming vacancies and to assist in the administration of appointments.
5. To monitor governor attendance at formal meetings and to alert the Chair/Governance Manager to possible disqualification in line with governance regulations.
6. To develop and maintain a good general knowledge of governance regulations and other relevant legislation .
7. To assist with the termly cycle of portfolio governor visits, including coordinating dates, collecting reports etc.
8. To undertake appropriate and regular training and development to maintain knowledge and improve practice.
9. To maintain confidentiality of information in line with Data protection legislation and safeguarding requirements.
10. Promote and carry out all duties in accordance with College/Trust policies including Safeguarding, Equality and Diversity and Health and Safety.
11. To carry out any other duties appropriate to the level of the post.

### **Other Information**

This job description reflects the current situation. It may be altered in detail and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Priority 1 criteria are required on appointment, priority 2 can be gained after appointment.

### Qualifications/Experience

|   | <b>Priority</b> |
|---|-----------------|
| 1. Experience in a Clerking role or similar, organising and attending meetings, minute taking and follow up work. | 1               |
| 2. Experience of a significant level of personal responsibility within working role.                              | 1               |

### Abilities, Skills and Knowledge:

|   |   |
|---|---|
| 3. Able to take accurate, clear and concise minutes of meeting following set procedures.  | 1 |
| 4. Strong communication skills with the ability to communicate effectively using excellent listening and responding skills with a broad range of people including Head Teachers, governors, parents and carers. | 1 |
| 5. Ability to use Microsoft packages including Word, Outlook and Excel and databases.   | 1 |
| 6. Ability to work to tight timescales, think on feet, problem solve, work calmly professionally and positively in busy environment.  | 1 |
| 7. Strong interpersonal skills, reflecting an awareness of self and others and ability to maintain positive and professional working relationships.   | 1 |
| 8. Ability to maintain confidentiality at all times and ensuring that confidential data is handled in a sensitive manner  | 1 |

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|---|---|
| 9. Able to seek out and disseminate information verbally and in writing and using computer technology.                          | 1 |
| 10. Able to prioritise and work accurately to meet tight deadlines.   | 1 |
| 11. Able to work effectively and positively with team members, using initiative when required.                                  | 1 |
| 12. Excellent organisational skills and record keeping.   | 1 |
| 13. General knowledge of governance regulations and other relevant legislation  | 2 |
| 14. Able to work within OHC&AT policies e.g. Orchard Hill College Equality and Diversity Policy and Health and Safety policies. | 1 |
| 15. Full clean driving licence.   | 1 |