

**JOB DESCRIPTION**

**POST**: Clerk To Governors

**SCHOOL:** Devoran School

**PAY RANGE:** Grade E

**ACCOUNTABLE TO:** The Devoran School Governing Body and the Headteacher

**As a school we are committed to safeguarding and promoting the welfare of all children, staff and other stakeholders. As a member of staff ‘Duty of Care’ is paramount.**

**We have used the Department for Education’s (DfE’s) competency framework for the professional clerk to create this role description (copy attached).**

**Summary of Job Responsibilities**

**Relationships and communication**

* Building relationships with key figures in the school, both on the board and in the wider school community
* Establishing channels of communication for sharing information with the board, and the wider school

**Meetings and administration**

* Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
* Ensuring that board papers are clear and accurate, and that minutes capture discussion points and actions
* Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary
* Preparing thoroughly for meetings and ensuring outstanding action points are acted on
* Maintaining, or assisting in the maintenance of, accurate registers
* Establishing efficient records management procedures
* Ensuring the safe custody of any corporate seals
* Advising the board when governors’ terms of office end, and assessing the effect this will have on the board’s skills mix
* Establishing and administering procedures for filling vacancies on the board, whether by appointment or election
* Keeping a record of governors’ attendance and active contribution to meetings

**Providing advice and support**

* Checking that meetings are quorate, and if not providing appropriate advice on how to proceed
* Supporting the chair in identifying priorities and upcoming issues when planning meetings
* Finding appropriate information for the board, and checking the credibility of any sources
* Keeping the board updated on changes to legal or statutory requirements
* Accessing third-party guidance on behalf of the board where necessary
* Keeping the board informed about training and development opportunities
* Helping the board to create a culture in which challenge is welcomed
* Contributing to discussions about the design of governance committees and structures, and communicating these to the rest of the school
* Supporting the board when carrying out evaluation exercises

**Professional judgement**

* Advising on conflicts of interest, and how to manage and avoid these
* Challenging the board if concerned about non-compliance or the conduct of meetings
* Escalating concerns where necessary to the appropriate party
* Remaining committed to improving own performance, and taking advantage of opportunities attend training and development activities