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| **Clerk to the Governors****WHA/MA/TGJA** |
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| **Job Description** |
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| **Reporting to** | Chair of Academy Council and Principal |
| **Grade** | Scale 6 |
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| **Job Purpose** |
| The clerk to the academy council will be accountable to the academy council, working effectively with the chair of governors, and with the Principal and other governors. The clerk will be responsible for advising the governing body on constitutional and procedural matters, duties and powers and will work within the current legislative framework, and will secure the continuity of academy council business and observe confidentiality. |
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| **Key Accountabilities** |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.**Main Duties and Responsibilities****Meetings*** work effectively with the chair and Principal before the academy council meeting to prepare a clear agenda which takes account of DfE and Trust issues and is focused on school improvement;
* encourage the Principal and others to produce supporting papers on time;
* produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting;
* record the attendance of governors at the meeting and take appropriate action re absences;
* advise the academy council on governance legislation and procedural matters where necessary before, during and after the meeting;
* take notes of the academy council meetings to prepare minutes, including indicating who is responsible for any agreed action;
* record all decisions accurately and objectively with timescales for actions;
* send drafts to the chair and principal for amendment/ approval by the chair;
* copy and circulate the approved draft to all governors within the timescale agreed;
* advise absent governors of the date of the next meeting;
* keep a file of signed minutes within the school office, as an archive record;
* liaise with the chair, before the next meeting, to receive an update on progress of actions agreed previously by the academy council;
* following the approval of the minutes at the next meeting forward a copy to the Trust;
* chair that part of the meeting at which the Chair is elected.

**Membership*** keep updated the Governance database of names, addresses and category of academy council members and their term of office;
* initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
* maintain copies of current terms of reference and membership of committee and working parties and nominated governors eg safeguarding;
* advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
* inform the academy council and Trust of any changes to its membership;
* maintain governor meeting attendance records and advise the academy council of non-attendance of governors;
* advise that a register of academy council pecuniary interests is maintained, reviewed annually and lodged within the school;
* Ensure new and re-appointed governors complete and submit pre-appointment check forms.

**Advice and Information*** advise the academy council on procedural issues;
* access appropriate legal advice, support and guidance;
* ensure that new governors are aware of the web address of the DfE *Guide to the Law* and other relevant information;
* take action on academy council’s agreed policy to support new governors, giving advice on recommended training (i.e. Induction, Safeguarding);
* advise on the requisite contents of the school prospectus and, in nursery, annual report to parents;
* ensure that all statutorily-required policies are in place, and that a file is kept in the school of policies and other school documents approved by the academy council;
* maintain records of academy council correspondence.

**Professional Development*** successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
* keep up to date with developments in education and children’s services, and legislation affecting school governance, including attending workshops, webinars/seminars and briefings.

**General*** Maintain confidentiality in and outside the workplace;
* Support the implementation of academy policies;
* Promote the inclusion and acceptance of all pupils;
* Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
* Attend and participate in meetings and training opportunities;
* Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. |
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| Confidentiality |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.  |
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| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. |
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| **Safeguarding** |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. |

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| **Person Specification** |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. willingness to attend appropriate training;
2. relevant personal and professional development;
3. prior experience in a role requiring similar skills and qualities.
 | 1. attended a training program for Clerks.
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| **Skills & Knowledge** | * excellent listening, oral, grammar and literacy skiils;
* use of email and internet;
* organising time, coordinating people, and working to deadlines;
* excellent record keeping and information retrieval;
* speaking skills, particularly in front of groups and able to articulate well;
* awareness of data protection.
 | * writing agendas and concise minutes;
* knowledge of governing body procedures;
* knowledge of educational legislation, guidance and legal requirements;
* knowledge of the role of Principal, governing body and the DfE;
* Knowledge of data protection legislation.
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| **Personal Qualities** | * a person of integrity who is able to remain impartial;
* be able to maintain confidentiality;
* flexible approach to hours;
* sympathetic to the needs of others;
* openness to learning and change;
* excellent interpersonal skills
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