Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Clerk to School Governing Boards	**Grade**: PO1
Section: School Standards and Improvement Service	**Directorate:** Children and Social Services
Responsible to Following Manager: Governor Services Manager	**Responsible for Following Staff:** None
Post Number/s:	**Last Review Date:** 15 March 2021

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The clerk will be responsible for advising the governing boards on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing board business and observe confidentiality requirements. The clerk reports to the Governor Services Manager and needs to work effectively with the chair of governors, the Headteacher and other governors in the schools to which he/she is appointed.

Specific Duties and Responsibilities:

1. **Meetings**

The clerk to the governing board will:

- work effectively with the chair and Headteacher before the governing board meeting to prepare a purposeful agenda which takes account of DfE, local authority and church

authority (if appropriate) issues, actions agreed at the previous meeting and is focused on school improvement.

- encourage the Headteacher and others to produce agenda papers on time;
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear calendar days, and preferably ten days before the meeting;
- record the attendance of governors at the meeting and take appropriate action re absences;
- advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting;
- take notes of the governing board 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 Headteacher for amendment /approval by the chair;
- copy and circulate the approved draft to all governors within the timescale agreed
- chair that part of the meeting at which the chair is elected.
- advise on conflicts of interest, and how to manage and avoid these
- challenge the board if concerned about non-compliance or the conduct of meetings
- escalate concerns where necessary to the appropriate party

2. **Membership**

The clerk will:

- maintain the central system database of names, addresses and category of governing board members and their term of office;
- maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Safeguarding, SEN.
- 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 governing board, local authority and church authority (if appropriate) of any changes to its membership;
- advise that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school;

3. **Advice and Information**

The clerk will:

- advise the governing board on procedural issues & support the chair in identifying priorities and upcoming issues when planning meetings
- keep the board updated on changes to legal or statutory requirements
- have access to appropriate legal advice, support and guidance;
- act on governing board's agreed policy to support new governors;
- advise on the requisite content of the school website;
- ensure that statutory policies are in place, and that the school understands its responsibilities for maintaining a file of these, all governing board documents and other school documents approved by the governing board;
- keep the board informed about training and development opportunities
- help the board to create a culture in which challenge is welcomed
- support the board when carrying out evaluation exercises

4. **Professional Development**

The clerk will:

- attend clerks' briefings (twice per term) & the annual clerk training day and participate in professional development opportunities;
- keep up-to-date with current educational developments and legislation affecting school governance.
- have the opportunity to complete the NGA Training Programme for Clerks to Governing Boards, or its equivalent.

5. **Additional Tasks**

The clerk may be asked to perform as part of their duties any of the following.

- give advice on the elections of parent, teacher and staff governors;
- give advice and support to governors taking on new roles such as chair or chair of a committee;
- participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- prepare briefing papers for the governing board, as necessary;
- advise on the Governing Board Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing board and its committees.

6. **Other requirements**

In order to take on the clerking role a clerk must:

- Have the flexibility to accommodate the working hours which will vary according to the allocated school's calendar of meeting dates.
- Be able to attend evening meetings and early morning meetings
- Be able to travel to meetings;
- Be available to be contacted at mutually agreed times;
- Be able to work flexibly and effectively at home to write minutes and contact governors and LA staff;
- Have the appropriate IT availability (a good wi-fi signal) to ensure effective home working (a Wandsworth laptop and remote system access will be provided).

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Current Team Structure:

Reports to the Governor Services Manager

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
1. Knowledge of governing body procedures and of education legislation and guidance.	**X**		**A/I**
2. Knowledge of the respective roles and responsibilities of the governing board, the Headteacher, the LA, Church Authorities and the Department for Education.	**X**		**A/I**

Experience	Essential	Desirable	Assessed
3. Record keeping and organisation of data/documentation.	X		A/T
4. Research skills; being able to source data and information.	X		A/T
5. Evidence of successful examples of taking initiative and showing self-motivation.	X		A/I
6. Evidence of successfully working in a team	X		A/I
Skills	**Essential**	**Desirable**	**Assessed**
7. Good listening, oral and literacy skills	X		A/I/T
8. Ability to organise time and work to deadlines	X		A/I/T
9. Organisational skills in terms of organising meetings, planning agendas and storing documents.	X		A/I/T
10. Ability to maintain confidentiality, remain impartial and display integrity	X		A/I
11. Good interpersonal skills and successful experience of working with a broad cross section of people	X		A/I
Qualifications	**Essential**	**Desirable**	**Assessed**
12. Qualified to degree standard or similar		X	A/C
13. Ability to demonstrate a willingness to attend appropriate training and development, including the NGA Training Programme for Clerks or equivalent.	X		A/I
Equal Opportunities	**Essential**	**Desirable**	**Assessed**
14. Understanding of the multi-racial community in Wandsworth and the implications for service delivery.	X		A/I
Safeguarding	**Essential**	**Desirable**	**Assessed**
15. A general understanding of 'safeguarding vulnerable adults and young people and its relevance to staff working in schools and a willingness to attend training as required.	X		A/I

A – Application form
I – Interview
T – Test
C – Certificate