

## **BRISTOL CITY COUNCIL JOB DESCRIPTION**

<b>Department:</b>	Children and Young People's Services
<b>Division:</b>	Schools
<b>Job Title:</b>	Level 2 - <b>Clerk to Governors</b>
<b>Grade:</b>	<b>Bristol Grade 8</b>
<b>Managed by:</b>	Chair of Governors (Chair)
<b>Responsible for:</b>	Nil staff

### **Purpose of the Job**

To provide effective administrative support, procedural and legislative advice to the governing body.

### **Key Job Outcomes**

1. Provide effective administrative support to the governing body.
  - Respond to a range of enquiries both written and verbal, either directly or in more complex cases refer to the chair.
  - Operate a PC to prepare draft documents, letters and maintain spreadsheets (e.g. records, inventories) and databases (e.g. governor's records) to ensure information is kept up to date.
  - Ensure secure handling of confidential data and information to comply with Council Policy and the Data Protection Act.
2. Organise and co-ordinate the information flow.
  - Liaise with chair, headteacher and other members of the governing body to agree a calendar of dates for governing body meetings and prepare an agenda which takes account of DfES, LEA and church authority issues.
  - Make notes at governing body meetings for the preparation of minutes and, under the direction of the chair, ensure that all decisions are recorded accurately and objectively, including timescales for actions.
  - Under the direction of the chair collate and disseminate information prior to meetings.
  - Maintain a filing system to log and record all incoming and outgoing information.
3. Provide legislative and procedural advice to the governing body.
  - Provide the governing body with guidance on governance legislation and procedural matters.
  - Provide governors with relevant legislative information, to include a copy of the DfES Guide to Law.
  - Notify the governing body of changes to policy and procedure. If they do not comply with the changes the postholder must inform the LEA.
  - Update and maintain a database of Governor information, to include a category of governors and terms of office.

### **General Accountabilities**

- A. So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and Codes of Practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

(These are standard accountabilities on all job descriptions)

**BRISTOL CITY COUNCIL EMPLOYEE SPECIFICATION**

*DEPARTMENT:* Children and Young People's Services

*DIVISION:* School (Insert)

**Job:** *Clerk to governors (Level 2)*

**BRISTOL GRADE:** 8 POST NO

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p><b>Knowledge &amp; Experience</b></p> <p>Minimum 2 years experience of working in an administrative capacity at NVQ Level 2 or equivalent.</p> <p>Experience of maintaining and manipulating computerised and/or hard copy data/information.</p> <p>Knowledge of word processing and spreadsheet packages.</p> <p>Knowledge of Governing Body Procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes.</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Ability to organise complex material and appointments.</p> <p>Ability to understand and assimilate new information (eg legislation, policy etc) and translate this into procedural advice.</p> <p>Ability to use spoken and written communication skills to explain technical matters to contacts.</p> <p>Ability and willingness to work individually using own initiative.</p> <p>Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner.</p> <p>Ability to take accurate minutes of meetings.</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Experience of working in a school environment</p> <p>Knowledge of educational legislation, guidance and legal requirements.</p> <p>Knowledge of the respective roles and responsibility of the Governing Body, Headteacher, LEA, Church Authority and the DfES.</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Demonstrate a willingness to attend appropriate training and development such as clerks networking and training sessions.</p>
<p><b>SPECIAL CONDITIONS</b></p> <p>Available to attend evening meetings</p>	

## **CLERK TO THE GOVERNING BODY**

Suggested tasks list that is likely to lead to outcomes on the job description.

### **Meetings: The clerk to the governing body will:**

- work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DfES, LA and church authority issues and is focused on school improvement;
- encourage the governors and the headteacher to produce agenda papers on time;
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven, but preferably ten days before the meeting;
- record the attendance of governors at the meeting and take appropriate action with reference to absences;
- advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting;
- take notes of the governing body meetings and prepare minutes, including indicating who is responsible for any agreed action.
- record all decisions accurately and objectively with timescales for actions;
- send draft minutes to the chair for amendment/approval;
- copy and circulate the approved draft minutes to all governors within the time scale agreed with the governing body;
- advise absent governors of the date of the next meeting;
- keep a minute book, or file of signed minutes, as an archive record;
- liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body;
- following the approval of the minutes at the next meeting, forward copies to the Governor Development Service, and where agreed, to the appropriate church or foundation authority;
- chair that part of the meeting at which the chair is elected.

### **Membership**

- maintain a database of names, addresses and category of governing body members and their terms of office; in accordance with data protection legislation;
- advise the Governor Development Service of changes to governing body membership in order that a welcome pack/letter can be sent to all newly appointed/resigning governors, including details of terms of office etc;
- maintain copies of current terms of reference and members of committees and working parties, as well as nominated governors e.g. SEN;Health & Safety;Children Looked After
- advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Inform the governing body of any changes to it's membership;
- maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- ensure a register of governing body pecuniary interests is maintained, which is reviewed annually and lodged with the school;

### **Advice and Information**

- advise the governing body on procedural issues;
- have access to appropriate legal advice, support and guidance;
- ensure that new governors have a copy of the DfES Guide to the Law, Bristol Governors' Handbook and other relevant information;
- advise on the requisite contents of the school prospectus and school profile;
- ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;
- maintain records of governing body correspondence.

### **Professional Development**

- attend termly briefings and participate in professional development opportunities;
- keep up-to-date with current educational developments and legislation affecting school governance.

### **Optional Extras**

The clerk may be asked to perform as part of their duties any of the following:  
These additional tasks will usually be **negotiated at an extra cost**

- clerk statutory committees, i.e. staff dismissal, pupil discipline and admissions;
- clerk some or all non-statutory committees;
- clerk panels such as a complaints panel;
- assist with the elections of parents, teacher and staff governors.
- give advice and support to governors taking on new roles such as chair or chair of committee;
- participate in, and contribute to the training of governors;
- maintain a file of relevant DfES and LA documents;
- maintain active files;
- assist with the preparation of the School Profile;
- prepare briefing papers for the governing body, as necessary;
- help to produce a governing body year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.