

JOB DESCRIPTION



Job Title: Clerk to the Local School Board

Grade: Grade 4

Reports to: Director of Governance and Operations

Purpose of Role

Provide advice to the Local School Board (LSB) on governance, constitutional and procedural matters. CIT's governance framework requires governing bodies to have regard to advice from the Clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the LSB and its committees.
- Ensure the LSB is properly constituted.
- Manage information effectively in accordance with legal and Trust requirements.

Main Responsibilities, Tasks & Duties

The Clerk to the Local School Board will:

1. Provide advice to the Local School Board

- Advise the LSB on governance and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for Governors with queries on procedural matters.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the LSB.
- Inform the LSB of any changes to its responsibilities as a result of a change in school status or changes in the relevant assurance framework.
- Ensure that agreed policies are in place, and are revised when necessary, with the assistance of staff.
- Advises on the annual calendar of LSB meetings and tasks.
- Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Contribute to the induction of Governors taking on new roles, in particular Chair or Chair of a committee.

2. Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for the LSB meeting and committee meeting.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting.
- Draft minutes of LSB meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the LSB), the Headteacher.
- Circulate the reviewed draft to all Governors (members of the committee), the Headteacher (if not a Governor) within the timescale agreed with the LSB.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

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3. Membership

- Advise Governors and appointing bodies in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged within the school.
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the LSB.
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

4. Manage Information

- Maintain up to date records of the names, addresses and category of LSB members and their term of office, and inform the LSB and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Governors e.g. Child-protection, SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of LSB correspondence.
- Maintain Register of Business and Pecuniary Interests for LSB members and prepare document to publish on school's website.
- Ensure copies of agreed policies and other school documents approved by the LSB are kept in the school and published as agreed, for example, on the website.
- Provide support to the Chair and Headteacher in the production of agreed reporting to the Trust Board in accordance with the assurance framework.

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

6. Additional Services

The Clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the LSB is required to convene: if the Clerk is not contracted to set up and clerk these panels, the LSB will have to make an alternative arrangement.
- Assist with the elections of parent and staff Governors.
- Participate in, and contribute to the training of Governors in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the LSB, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new Governors relevant to vacancies.
- Perform such other tasks as may be determined by the LSB from time to time.

Supervision of People

- Assist with induction of new Governors.

Creativity & Innovation

- Work generally within set procedures and guidelines, occasional use of creativity in the solving of routine problems.

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Contacts & Relationships

- Regular contact with Governors and Headteacher providing assistance information or interpretation on readily understood rules.
- Regular contact with the Director of Governance and Operations and CIT central staff.
- In addition, some interaction with parents and outside bodies\agencies.

Decisions

a) Discretion:

Working within clearly defined procedures with minimal opportunity for discretion, generally discretion is made within a range of set alternatives.

b) Consequences:

Impact would be on individual or group at the school; this would be easily identified and remedied.

Resources

The post holder would be responsible for personal computer.

Work Environment

a) Work Demands:

The post is subject to liaising with multiple people with a high level of communication and prioritisation required.

b) Physical Demands:

There may be prolonged periods of working on a computer.

c) Working Conditions:

General office environment. Well lit and well ventilated conditions.

d) Work Context:

Contact with staff and parents across the Trust. The post holder may have limited exposure to abuse\aggression from pupils, parents and carers.

Knowledge & Skills

See Person Specification.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

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Health and Safety - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

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