



Job Title:	Clerk to the governing bodies of Rushcliffe School and The Farnborough Academy
Responsible To:	Executive Assistant Trent Academies Group
Salary:	Band B £13.32 - £15.63 per hour
Start date:	As soon as possible
Hours:	Approximately 42 hours a term in accordance with meeting needs

Key Purpose of Job

To provide effective administrative support and advice to the governing bodies of Rushcliffe School and The Farnborough Academy.

Key Duties

Meetings

- Meetings are held early evening usually between 5-8 pm. Each academy has 3 meetings a term plus 1 meeting of the Trent Academies Audit Committee.
- To work with the Chairs, Headteachers, PAs and the Executive Assistant to prepare the agenda for meetings of the governing bodies and their committees; to produce, collate and distribute (in hard copy or electronically) the agenda and all supporting papers to governors at least seven days before each meeting.
- To be responsible for organising the practical arrangements for each meeting, including room layout, equipment and refreshments as relevant.
- To attend each governing body and committee meeting and take accurate notes, ensuring that confidential matters are recorded separately; to use the notes to prepare a first draft of minutes; to send a copy to the chair, and to the Headteacher for information, within 2 working days of each meeting; to circulate (in hard copy or electronically) the draft minutes, as approved by the chair, with any additional documents to all governors, within 5 working days of the meeting.
- To record the attendance of governors at each meeting, to advise the governing body of non-attendance of governors and to inform absent governors of the date of the next meeting.
- To contribute to maintaining and updating the governing body's annual cycle: the calendar of meetings of the governing body and its committees and agenda items.

Advice

- To advise the governing bodies on procedures, governance legislation and other matters where necessary, before, during and after meetings.

Governing body membership

- To keep records of all governors' categories, term of office, names, addresses and contact details.
- To advise individual governors, the governing bodies and appointing bodies as appropriate of each upcoming end of term of office so that elections or appointments can be organised in a timely manner.

- To assist with elections of parent and staff governors.
- To undertake administration relating to governor appointments and elections including ensuring that all governors undertake relevant child protection checks and complete an eligibility self-declaration.
- To conduct that part of the meeting at which the chair and vice chair are elected.
- To support the recruitment of governors.
- To support the induction of new governors and supply them with agreed documents

Record keeping

- To maintain the official minute files, ensuring that all documents relating to the work of the governing bodies are stored safely and that all confidential papers are stored separately and securely.
- To keep records of the terms of reference of committees and any working groups, and their membership.
- To liaise with the Executive Assistant to keep records of all policies agreed by the governing body.
- To maintain the governors' register of business interests.
- To ensure that all governors have a current copy of the *Guide to the Law for School Governors* or know how to access it online.

Correspondence

- To write and/or send letters, as needed, on behalf of the governing body and to keep copies of all such correspondence.
- To maintain a list of correspondence received by the chairs and others on behalf of the governing bodies.

Governor expenses

- To receive any claims for governor expenses and pass them to the finance department for processing.

Training and development

- To attend training on a regular basis.
- To keep up to date with current educational developments and legislation affecting school governance and bring them to the attention of the governing body.
- To take an active part in their own performance management and other meetings with the chairs of governors.

Key Working Relationships

- The post holder will work closely with the Executive Assistant, chairs of governors, the Headteachers, other governors and senior staff involved with the work of the governing bodies. The post holder will liaise with other colleagues as appropriate e.g. regarding the storage of governing body documents, the circulation of election communications or the use of IT and photocopying facilities.

Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Person Specification

Job Title:	Clerk to the Governing Bodies of Rushcliffe School and The Farnborough Academy	
Essential	Desirable	
Qualifications		
<ul style="list-style-type: none"> Educated to GCSE standard or equivalent. 	<ul style="list-style-type: none"> At least 3 GCSE including English at grade C or above, or equivalent. ECDL, CLAIT or other ICT based qualification 	
Skills and Effectiveness		
<ul style="list-style-type: none"> Ability to work collaboratively with others Effective interpersonal and communication skills ICT skills including word processing and use of email Good organisational skills Ability to understand and assimilate new information and translate into advice Ability to organise own time, flexible in approach and able to work with conflicting demands Thorough approach to work with an attention to detail Committed to working in a way which promotes equal opportunity 		
Knowledge		
<ul style="list-style-type: none"> Working knowledge of Microsoft Word and Excel; working knowledge of use of email An understanding of general office tasks e.g. filing, record keeping Knowledge of good practice in writing agendas and minutes and organising meetings Understanding of the requirements of working with confidential information Knowledge of governing body procedures and academy governance Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner 	<ul style="list-style-type: none"> Knowledge of the law and regulations relating to governing bodies and education Knowledge of the respective roles and responsibilities of the governing body and headteachers Knowledge of governor appointment and election procedures 	
Experience/Achievements:		
<ul style="list-style-type: none"> Participation in formal meetings 	<ul style="list-style-type: none"> Previous experience of organising meetings, drawing up agendas and producing accurate minutes Experience of dealing with confidential matters 	
Other requirements		
<ul style="list-style-type: none"> Ability and willingness to attend meetings at times determined by the governing bodies, including evenings Ability to travel to academy sites Ability and willingness to regularly meet with the chair of governors Ability and willingness to regularly visit the academies to deal with administrative tasks (including photocopying, filing, mail etc.) and liaise with key staff 		