

# The Harefield Academy

## *Achievement through Active Learning*

### **Job Description**

<b>Post:</b>	Clerk to the Governors
<b>Main Purpose of the job:</b>	<p>To carry out the role and duties of Clerk to the Governors as set out in legislation.</p> <p>To maintain the confidential nature of information relating to The Academy, its students, parents and carers.</p> <p>The Clerk to the Governing Body must work effectively with the Chair of Governors, with the Headteacher and all other members of the Governing Body.</p>
<b>Responsible to:</b>	Accountable to the Governing Body working mainly with the Chair and Headteacher.
<b>School Type:</b>	11 to 18 co-educational sponsored Academy.
<b>Grade:</b>	Hourly rate as agreed
<b>Hours per week:</b>	<p>The hours for this post are irregular due to the duties and nature of the post. Therefore the post holder must be flexible in their approach to the post and able:</p> <ul style="list-style-type: none"><li>• to attend evening meetings</li><li>• to attend morning and/or daytime meetings</li><li>• to attend ad hoc panel meetings</li><li>• to visit The Academy regularly to carry out admin duties</li><li>• work at home on their own initiative to meet deadlines set by law and the Governing Body.</li></ul>

#### **General**

- All post holders will have access to performance management systems and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of The Academy and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

**There is an expectation that all adults who work at The Harefield Academy will:**

- Create opportunities to support The Academy vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the ways in which we behave, talk to each other and strive for excellence in all that we do.
- Support The Academy uniform policy for students and echo this through professional and business-like mode of dress.

**Summary of Responsibilities**

The following outlines the duties required for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility held.

- To advise the Governing Body of the procedures necessary to fulfil their responsibilities in line with national legislation, local policy and The Harefield Academy Trust's Articles of Association.

**Meetings**

The clerk will:

- attend Governing Body meetings and designated Committee meetings or any additional Governing Body or Committee meetings as agreed
- work with the Chair and Headteacher to prepare a purposeful agenda
- distribute the agenda and any supporting papers giving at least 14 days' notice of the meeting
- take minutes at the Governing Body and Committee meetings, sending draft minutes to the Chair and Headteacher for agreement
- circulate draft minutes to all Governors within 14 days of the meeting
- make accessible for scrutiny at reasonable times agendas, minutes and reports to which there is a right of public access
- maintain a file of the minutes agreed by Governors
- deal with the routine correspondence as required by the Chair and follow up matters raised at the meetings
- maintain a correspondence file
- ensure that correct procedures are followed including election of Chair, Vice Chair, quorums and declarations of interest
- advise the Governing Body on law, standing orders and procedural matters where necessary, seeking advice when necessary
- maintain copies of terms of reference for and membership of committees and working parties
- follow-up any agreed action points with those responsible and inform the Chair of progress.

## **Membership**

The clerk will:

- maintain an up-to-date file of names, addresses and telephone numbers of the Governors and their terms of office
- 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
- record attendance of Governors and observers at meetings
- advise Governors and the Chair of the expiry date of their term of office
- chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- advise the Governing Body of non-attendance of Governors
- maintain a register of governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within The Academy
- 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 Governing Body; and maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- advise the Governing Body on succession planning (of all roles, not just the Chair)

## **Advice**

The clerk will:

- advise on or obtain advice and information for the Governing Body as required
- advise the Governing Body on good practice
- keep up to date with current developments and legislation affecting all areas of school governance through the Governor Support Service, DfE, and other sources
- draw to the attention of the Governing Body all information received which relates to current developments and legislation affecting all areas of school governance
- have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body
- ensure copies of statutory policies and other school documents approved by the Governing Body are kept in the school and published as agreed, for example, on the website
- advise on the annual calendar of Governing Body meetings and tasks;
- send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice; and act as first point of contact for Governors' procedural questions
- give advice and support to Governors taking on new roles such as Chair or Linked Governor
- advise Governors of the governor training available

**Professional Development**

The clerk will:

- continue to develop clerking skills and attend training sessions as necessary

**Communication**

The clerk will:

- ensure information from the Chair and Headteacher is communicated to the relevant Governors
- draft papers/correspondence, etc. on request

**Other Duties**

Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Headteacher or Governors in accordance with the changing needs of The Academy.

**Date:** .....

**Name and Signature (Postholder):** .....

**Name and Signature (Line Manager):** .....

## Person Specification

The following are requirements for this post:

### Essential

- ✓ GCSE or equivalent grade C or above in English and Maths
- ✓ RSA II Word Processing and/or typing (or equivalent)
- ✓ Experience of attending meetings and taking minutes
- ✓ Understanding of the role of the Governing Body and appreciation of the value of school governance
- ✓ Experience of researching information including via the internet
- ✓ Working knowledge of Microsoft packages, especially Word, Excel, Intranet & the Internet
- ✓ Time management
- ✓ Excellent listening, oral, grammar and literacy skills
- ✓ Record keeping, information retrieval and dissemination of Governing Body data/documentation, to the Governing Body and relevant partners
- ✓ Speaking skills, especially in front of groups and able to articulate well
- ✓ Be able to demonstrate a willingness to attend appropriate training
- ✓ Be able to maintain confidentiality
- ✓ Be able to remain impartial
- ✓ Have a flexible approach to working hours
- ✓ Be able to work at time convenient to the Governing Body including evening meetings
- ✓ Be able to travel to meetings
- ✓ Be available to be contacted at mutually agreed times
- ✓ Have regular access to a PC, printer and internet facilities.

### Desirable

- ✓ Experience of commercial or Academy company procedures
- ✓ Sense of humour and perspective!
- ✓ Excellent organisational skills
- ✓ Confidence in dealing with people from all levels of the organization
- ✓ Have already attended or make a commitment to attend the National Training Programmes for Clerks or equivalent training