

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**JOB ACCOUNTABILITIES**

<b>Job Title:</b> Clerk to the Governors Level 3	<b>Job number / Grade</b> Scale 4 – point 7-11
<b>Directorate :</b> Education	<b>Unit:</b> St Edwards Catholic First Schools

**JOB PURPOSE**  
To provide support to the governing body in the performance of its statutory duties.

**SCOPE OF JOB (Budgetary/resource control, impact)**

Works within the School Governance Regulations regarding the function, responsibilities and authority of school governing bodies. This includes strict time scales relating to the convening of meetings and distribution of minutes etc

Advises the Chair of Governors and the governing body on constitutional matters and procedures, within guidelines supplied by the Governors Support section of the Education Authority.

Liaison with Head Teacher and the governing body, passing on information and clarifying issues associated with the operation of the governing body.

Will have access to extremely sensitive and highly confidential information, which must be dealt with discretely.

**POSITION WITHIN UNIT STRUCTURE**

Reports to the Chair of Governors.

## KNOWLEDGE, SKILLS & EXPERIENCE

Knowledge of School Governance Regulations.  
Experienced in minute taking.  
Shorthand.  
Word processing skills.  
Ability to communicate clearly with school governors, Head Teacher and occasionally parents and pupils.  
Experienced in administration .

## JOB ACCOUNTABILITIES

By agreement with the Chair of Governors convene all meetings of the Governing body ensuring that meetings are in accordance with the requirements set out in the School Governance Regulations.

Undertake all administration associated with meetings and in particular ensuring that agendas and minutes are distributed in accordance with the established time scales.

Minute all meetings ensuring they accurately reflect the decisions taken.

Assist the Chair of Governors and Head Teacher with the maintenance and monitoring of action plans arising from the meetings and follow up any actions identified.

Be familiar with legislation governing the responsibilities and conduct of Governing Bodies and provide advice on constitutional matters, procedures and recommended good practice.

Act as a link between the Governing Body and the LEA obtaining advice as required.

Assist in the preparation of the Governors Annual report.

In consultation with Chair, take action to ensure vacancies are filled in line with Regulations.

Type all correspondence, agendas, minutes, reports etc for the Chair of Governors and governing body in accordance with agreed standard.

Organise and maintain all records associated with the Governing body in order to ensure that information is easily accessible, accurate and up to date.

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Version date: 23/01/2020