



Grazeley Parochial Primary School

JOB DESCRIPTION

Job Title:	Clerk to the Governors
Responsible to:	Governors of Grazeley Primary School
Hours:	Flexible – 50 hours per annum to revolve around school meetings. Admin time to be self managed.
Salary:	£20,751 – pro rata at £10.76 per hours plus reasonable expenses.
Job Purpose:	To provide efficient, effective and confidential, administrative support to the governing body in the performance of its statutory obligations. Advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework ensuring the continuity of governing body business.

Main Duties

1. Provide a full range of administrative support, for the chair, governing body and the Headteacher (if applicable). This support will include dealing with confidential issues.
2. Advise the governing body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
3. Convene all full governing body meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare agenda and issue at least 7 days in advance of meetings. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Headteacher and governing body
4. Maintain an archive signed record of the governing body minutes and send approved minutes to the LEA when required. Also, where agreed, send minutes to the appropriate church or foundation authority. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
5. Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the governing body.
6. Attend termly meetings arranged by the LEA, and other training seminars as required.
7. Administration of the appointment procedure and induction of new governors. Maintain a database of governor's terms of office to ensure that elections and appointments are carried out correctly (and ensure that such info is published on the school website). Undertake the administrative duties relating to the election of parent, teacher and staff governors following LEA guidance.
8. Ensure the governor's annual report conforms to all statutory requirements.

9. Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Headteacher, Chair and governing body on the wide range of routine and complex issues.
10. Maintain records of current terms of reference and membership of committee and working parties and nominated governors e.g. safeguarding.
11. Carry out any other reasonable duties relating to the post as directed by the Chair of Governors and agreed by the postholder. This will include maintaining training records for Governors and supporting development governor in booking training etc

Safeguarding

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.