



Job Description and Person Specification

Clerk to the Local Governing Body	
Salary Band 6, Point 12	
Purpose	<p>Provide advice to the local governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:</p> <ul style="list-style-type: none"> ● Provide effective administrative support to the governing body and its committees; ● Ensure the governing body is properly constituted; ● Manage information effectively in accordance with legal requirements.
Reporting to	Headteacher and Chair of LGB supporting KA Gomer / KA Rowner and KA Lord Wilson
Hours - Hybrid	<p>126 hours per year / 39 weeks per year - to cover attendance at 6 Governor Meetings per school (7 hrs per meeting for prep, attending meeting and post meeting write up)</p> <p>The Clerk may also be called on to cover school meetings and payment for overtime if more than the total number of 126 hours worked will be paid at the contractual hourly rate.</p>
Salary	KGA Band 6, Point 12 FTE £29,605 (will be prorated)

Specific Areas of Responsibility	
<p>The clerk to the local governing body will:</p>	
<p>1. Provide advice to the governing body</p> <ul style="list-style-type: none"> ● Advise the governing body on governance legislation 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 governing body; ● Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation; ● Offer advice on best practice in governance, including on committee structures and self-evaluation; ● Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of staff; ● Advises on the annual calendar of governing body meetings and programme of works; ● Signpost new governors to induction and training materials and ensure they have access to appropriate governance guidance documents; ● Contribute to the induction of governors taking on new roles, for example, the chair, vice-chair or the chair of a committee. 	
<p>2. Effective administration of meetings</p> <ul style="list-style-type: none"> ● With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting, taking into account the programme of works and the KGA policy review schedule; ● 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 governing body meetings, ensuring that all questions and actions are recorded in bold font, for ease of reference;
- Indicate clearly in the minutes who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher/principal for comment/approval;
- Email a copy of the finalised minutes to the Deputy CEO (Education);
- Ensure that the completed minutes are posted promptly on GovernorHub for all members of the local governing body to access;
- Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- Advise governors 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;
- Ensure Disclosure and Barring (DBS) check has been carried out for all governors;
- Maintain a record of training undertaken by members of the governing body;
- 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).

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body 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. Safeguarding, SEND;
- Maintain a record of signed minutes of meetings in the academy, and ensure copies are sent to relevant bodies on request and are published as agreed on GovernorHub and at meetings;
- Maintain records of governing body correspondence;
- Ensure copies of statutory policies and other school documents approved by the governing body are kept securely and published as agreed on the website.

5. Personal Development and Training

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting local governance;
- Disseminate appropriate information and training materials via GovernorHub.

6. Additional Services

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

- Make arrangements for and clerk any statutory appeal committees/panels the local governing body is required to convene;
- Assist with the elections of parent, staff and community governors;
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- Maintain archive materials using the GovernorHub platform;
- Prepare briefing papers for the governing body, as required and 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 governing body or the Board of Trustees from time to time.

Essential criteria:

- Good listening, oral and literacy skills;
- Ability to organise time and work to deadlines;
- Ability to organise meetings;
- Ability to use the internet to access and disseminate relevant information;
- Good record keeping, information retrieval and dissemination of data/documentation;
- Ability to write effective agendas and accurate concise minutes;
- Good ICT use and keyboard skills.

Desirable criteria:

- Knowledge of Local Governing Body procedures;
- Knowledge of educational legislation, guidance and legal requirements of an LGB;
- Knowledge of the respective roles and responsibilities of the Local Governing Body, its committees, the Chair, the Vice Chair and the Headteacher/Principal;
- Knowledge of Data Protection legislation.

Qualifications and Training

Essential criteria:

- Willingness and ability to attend appropriate training and professional development.

Desirable criteria:

- Ability to contribute to the training of other governing body members and professionals through the King's Group Academies Governance Training Programme.

Experience

Essential criteria:

- Evidence of recent and relevant personal and professional development;
- Evidence of working in an environment that requires initiative and self-motivation;
- Evidence of successful working as a member of a team.

Desirable criteria:

- Demonstrable evidence of work in a similar field (e.g. a committee clerk, personal assistant).

Personal Attributes and Values

Essential criteria:

- Strong alignment with the King's Group Academies core values of honesty, faith and courage;
- Commitment to the Trust's vision for 'Opportunity and Success on a Global Stage';
- Person of integrity;
- Ability to maintain confidentiality;
- Ability to remain impartial;
- Flexible approach to working hours;
- Openness to learning and change;

- Have a positive attitude and commitment to personal development and training;
- Have good interpersonal and relationship management skills.

Special Requirements

Essential criteria:

- Ability to work at times convenient to the Local Governing Body, including evenings;
- Ability to travel to the meetings;
- Available to be contacted at mutually agreed times.

Flexibility Statement

It is impossible to define clearly the exact nature of any job. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. It will be reviewed periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.