

Heathlands School, St Albans

Required As Soon As Possible

Clerk to Governing Body

Salary Range: H7/8 (depending on clerking experience and qualification)

Minimum hourly rate of £12.16.

This role will be paid on a contracted basis of 52 hours per annum paid as one hour per week. In practice the hours will be worked flexibly in blocks around the dates of meetings.

An exciting opportunity has arisen to join the staff of this vibrant, high achieving local authority special school for deaf children aged 3-16. We are looking for an efficient Clerk to the Governing Body.

The Clerk will be responsible for

- Supporting the Chair of Governors, Head Teacher and committee Chairs
- Liaising with the Head Teachers' secretary regarding preparation of agendas and papers for all meetings
- Writing up and distribution of meetings
- Advising on constitutional matters
- Occasional clerking of other meetings as required e.g. disciplinary/exclusion hearings

Strong clerking skills and the willingness to develop the role undertaking training as necessary is essential. This position requires a high level of integrity and confidentiality. You will need a flexible approach to working hours and be available to attend approximately 11 evening meetings per year plus occasional day time meetings.

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check.

Application forms to be returned to:

The Head Teacher, Heathlands School, Heathlands Drive, St Albans AL3 5AY. Email: head@heathlands.herts.sch.uk

For an informal discussion phone 01727 807807 to speak to the Head Teacher.

Closing date: Monday 20 November 2017 at 12 noon

Heathlands School

Job Description for Clerk to the Governors

Grade H7/8

52 hours per year

Purpose of Job:

To provide clerking services to the Governing Body

To advise the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework.

To provide clerking services for occasional meetings e.g. disciplinary and exclusion meetings

Main Areas of Responsibility

1. Meetings

- Liaise with the Head Teacher and Chair of Governors to prepare purposeful meeting agendas;
- Liaise with the Head Teacher's secretary to ensure all papers are prepared and distributed with agendas to governors in advance of meetings;
- Record the attendance of governors at the meeting and take appropriate action re absences;
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;
- Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action;
- Record all decisions accurately and objectively with timescales for actions;
- Send drafts to the Chair and Head Teacher for amendment/approval by the Chair;
- Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body;
- Advise absent governors of the date of the next meeting;
- Ensure a file of signed minutes is maintained;
- Chair that part of the meeting at which the chair is elected.

2. Membership

- Maintain a database of names, addresses and category of Governing Body members, and their term of office;

- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- Maintain copies of current terms of reference and membership of committees;
- Maintain a list of key governor responsibilities e.g. SEN, Safeguarding;
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- Assist with the elections of parent, teacher and staff governors;
- Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors;
- Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school;
- Liaise with the Head Teacher's secretary to ensure that Criminal Records Bureau disclosure has been successfully carried out on all new appointees and re-appointees.

3. Advice and Information

- Advise the Governing Body on procedural issues;
- Have access to appropriate legal advice, support and guidance;
- Ensure that new governors are provided with all relevant information;
- Keep governors informed of professional development opportunities available through the Governors' support unit
- Produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees;
- Maintain records of any Governing Body correspondence.

4. Professional Development

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
- Attend termly briefings and participate in professional development opportunities;
- Keep up-to-date with current educational developments and legislation affecting school governance.