



WELLESLEY PARK PRIMARY SCHOOL

Job Description

Job Title:	Clerk to Local Governing Committee
Location:	Wellesley Park School, Wellington
Salary:	NJC point 12
Hours:	50 hours per annum to be worked over 38 weeks

Key Purpose of job:

To provide advice and guidance to the local governing committee (LGC) on governance, constitutional and procedural matters.

To contribute towards the efficient and effective functioning of the LGC by providing:

- effective administrative and organisational support to the LGC.
- guidance to ensure that the LGC is properly constituted.
- advice on procedural matters.

Duties and accountabilities of post:

Provide effective administration of meetings

- Support the Chair and Headteacher to prepare focused agendas for Local Governing Committee (LGC) meetings.
- Liaise with individuals preparing papers to make sure they are available on time, and distribute the agenda and papers so that attendees receive relevant information in a timely manner.
- Ensure meetings are quorate in that there are enough members present so that official decisions can be made.
- 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 LGC meetings, indicating who is responsible for any agreed actions with timescales, and send drafts to the Chair and the Headteacher

- Circulate the reviewed draft to all members of the committee, the Headteacher and Governance Professional within the timescale agreed with the Chair and Headteacher.
- Follow-up any agreed action points with those responsible and keep the Chair informed of progress.

Provide advice to the LGC

- Act as the first point of contact for governors with queries on procedural matters.
- Advise the LGC on governance legislation and procedural matters where necessary before, during and after meetings.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from the Governance Professional or third parties on behalf of the LGC.
- Inform the LGC of any changes to its responsibilities as a result of a change implemented by the Trust or changes in the relevant legislation.
- Offer advice on best practice in governance.
- Ensure that policies are in place, and are revised, when necessary, with the assistance of school staff.
- Circulate the annual calendar of LGC meetings as defined by the Trust and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Contribute to the induction of governors taking on new roles, in particular the Chair.

Membership

- Advise governors and the Trust in advance 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.
- With the assistance of the Governance Professional, maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly, lodged within the school and publicised on the relevant school website.
- Inform the appropriate school of new governors so that they can ensure that the 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 LGC.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.

Manage Information

- Maintain up to date records of the names, addresses and category of LGC members and their term of office, and inform the LGC and Governance Professional of any changes to its membership
- Circulate copies of current terms of reference, scheme of delegation as provided by the Governance Professional

- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to the Governance Professional on request and are published as agreed at meetings.
- Maintain records of LGC correspondence.
- Ensure copies of statutory policies and other school documents approved by the LGC are kept in the school and published as agreed, for example, on the website.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the school;
- Maintain positive, professional relationships with colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The School operates a Smoke-Free Policy and smoking is prohibited in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles;
- There will be an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members;
- It is expected you will familiarise yourself with and adhere to all relevant Trust Policies and Procedures;
- You must comply with the Trust's Health and Safety requirements specifically for the school they are working at;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

Clerk to Local Governing Committee
Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
Level 3 in English and Maths or equivalent	✓	
Governance qualification		✓
Experience		
Experience of working in the Education sector	✓	
Experience of safeguarding children and young people	✓	
Skills and Knowledge	Essential	Desirable
Knowledge of school systems, structures, accountability and funding and governance legislation, procedures and regulations relevant to the school	✓	
Knowledge of the core functions of an LGC and the elements of effective governance relevant to the LGC	✓	
Excellent communication skills both verbal and written	✓	
Effective minute taking skills	✓	
Demonstrate tact and persuasiveness and able to relate well to others to build relationships.	✓	
Ability to follow written and verbal instructions.	✓	
Organisational skills including time management, planning, meeting deadlines	✓	
ICT skills including use of word processing and e-communications	✓	
Demonstrate high level of accuracy in all areas of work	✓	
Demonstrate an understanding of confidentiality	✓	
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools		
Understanding of and commitment to Trust Values		

Capacity to work as part of a team as well as individually without supervision and under pressure

Demonstrate a positive and pro-active approach to work and focussed on outcomes

Demonstrate creativity, flexibility to meet the requirements of the role including attending evening meetings

Commitment to continuous professional development of self and others to maximise skills/experience.

Other

Willing to undergo training and staff development to maximise skills and experience relevant to the post.

Access to a car and ability to undertake travel as required to fulfil the duties of the post.