

Job Description

Job Title:	Senior Clerk to Governors
POSCODE:	
Grade:	Grade 6

Overall purpose of the job

The overall purpose of a Senior Clerk to Governors is to fulfil all the expectations of a Clerk to Governors and in addition hold responsibilities that contribute to the broader governance support service, including working with trainers to lead and deliver training and briefing sessions. The Senior Clerk role will also involve the line management of the clerks and more regular liaison with colleagues within the broader team structure. Senior Clerks will review, and quality assure aspects of work undertaken by Clerks within their structure, alongside the recruitment and induction of new personnel.

	Main accountabilities
1.	Oversee and line manage the work of the Clerks to Governors, ensuring that they are successfully fulfilling their contractual duties, continually developing their skills, quality assuring their work and providing additional support and accountability as required.
2.	Working with other colleagues to continuously review and improve governance processes, systems and practices to enhance effectiveness and compliance, including at least annual collective review of essential governor guidance resources.
3.	Undertake the functions and expectations of a Clerk to Governors for the schools allocated to support, demonstrating a consistently high level of performance that could be utilised as best practice for others to develop from.
4.	Working with other colleagues to support the recruitment, induction and retention of Clerk to Governors – ensuring that they have appropriate opportunities for regular training, development and feedback.
5.	Providing the first tier of response to any advisory concerns or queries raised by Clerks to Governors, providing signposting and support as necessary – escalating and sharing information to more senior colleagues for their oversight and involvement as required.
6.	Working as part of a team to consider service training and development needs and contributing towards (leading occasionally) sessions at the Clerks Briefing Sessions or Annual Clerks Conference.
7.	Ensuring effective communication and updates are provided to different stakeholders, through the dissemination of termly agenda items to Governing Bodies and the development of a regular termly newsletter for internal colleagues.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications and Training	Subject	Essential	Desirable

GCSE	English and Mathematics	•	
High level knowledge of Microsoft Word, TEAMS, Outlook and GovernorHub		•	
High level knowledge of regulations, policies and procedures related to School Governance		•	
Additional governance related qualifications	e.g., Level 3 Award or Certificate in Clerk to Governance		•

Minimum levels of knowledge, skills and experience required for this job

Knowledge		Essential	Desirable
The School System	Extensive knowledge of the school system	•	
Governance Legislation	Procedures and regulations relevant to the organisation Stay informed about changes in national education priorities	•	
The Core Functions	Understand the roles, responsibilities, and composition of different governing bodies, such as local authority-maintained schools, academies, and multi-academy	•	

	trusts (MATs). Understanding of the different committees and their delegated functions.		
Skills			
High level literacy, numeracy and ICT	Provide accurate and efficient documentation in support of the functions of the role	•	
High level written and verbal communication	Establish and sustain good relationship with key internal and external stakeholders being able to deal with situations sensitively and provide regular and honest feedback.	•	
High level minute taking	Take accurate minutes and ensure they are distributed in a timely manner, aligned with SLA commitments	•	
Time management	Meet deadlines and manage competing demands within an autonomous working environment	•	
Decision making	Make decisions based on intelligent assessment of risk and benefit	•	

Experience			
Administrative	Experience in administrative roles, such as office administration, secretarial work or project coordination	•	
Governance or Education Sector	Prior experience of a governance support role or role within a school setting	•	
Leadership	Ability to lead by example and provide line management functions to a particular team		•
Presentation and facilitation	Ability to develop and present training and briefings to large audiences of colleagues		•
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.		
Safeguarding	Demonstrate an understanding of the safer working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.		

Disclosure level

What disclosure level is required for this post?	Standard
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Work type

What work type does this role fit into?	Field – working in a range of schools and academies across Cambridgeshire (otherwise working from home)
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