

## Job Description

Job Title: **Clerk to Governors**  
POSCODE: CCC0276  
Grade: 5

### Overall purpose of the job

The overall purpose of a Clerk to Governors is to provide professional administrative and advisory support to the governing body of a school, federation, academy or trust. The Clerk plays a crucial role in ensuring the effective functioning of the governors and trustees by facilitating communication, maintaining accurate records, and ensuring compliance with statutory requirements and best practices.

|   | Main accountabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Assist in the organisation and coordination of governing body meetings, including preparing agendas, circulating relevant documents, and recording minutes. Ensure that all necessary paperwork and information are available to governors in a timely manner, enabling informed decision-making.                                                                                                                                                                           |
| 2 | Maintain accurate records of the governing body's activities, including minutes of meetings, attendance records, and correspondence. These records serve as an essential historical reference and evidence of the governing body's decision-making processes, that are available as public records and for statutory inspection processes.                                                                                                                                  |
| 3 | Ensure that the governing body operates within legal frameworks, regulations, and statutory requirements. Keep the governing body informed of any changes in legislation that may impact school governance and advise on compliance matters to ensure the effective and lawful operation of the school.                                                                                                                                                                     |
| 4 | Provide professional advice and guidance to the governing body on procedural matters, governance structures, and best practices. Help governors understand their roles and responsibilities, provide information on relevant policies and guidelines, and support the governing body in making informed decisions that align with educational objectives. Undertake professional development to ensure advice and knowledge is up-to-date and skills continually improve.   |
| 5 | Act as a central point of contact between the governing body, school leadership, staff, parents, and external stakeholders. Facilitate effective communication channels, disseminate information, and ensure that relevant stakeholders are kept informed about governance matters and decisions.                                                                                                                                                                           |
| 6 | Support the continuous development of governors by directing to appropriate training and development opportunities. Keep governors updated on emerging educational policies and practices, helping them enhance their skills and knowledge to fulfil their roles effectively.                                                                                                                                                                                               |
| 7 | Support the Governing Body in key functions including; <ul style="list-style-type: none"><li>• the annual election of the Chair of Governors</li><li>• the communication of key messages and sector updates on behalf of the Local Authority</li><li>• the compliance of governance aspects of the school website, aligned with DfE statutory expectations</li><li>• the election of parent and staff governors</li><li>• coordinating and leading panel meetings</li></ul> |

### Safeguarding commitment

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 | *         |           |
| Knowledge of Microsoft word, teams, and outlook                                |                         | *         |           |
| Knowledge of regulations, policies and procedures related to School Governance |                         |           | *         |
| Level 3 Award or Certificate in Clerk to Governance                            |                         |           | *         |
| Willingness to undertake continuing professional development                   |                         | *         |           |

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

| Knowledge              |                                                                                                                                                                                                                                                         | Essential | Desirable |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| The School System      | Structures, accountability and funding                                                                                                                                                                                                                  | *         |           |
| Governance Legislation | Procedures and regulations relevant to the organisation<br>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                           |                                                                                                                                             | Essential | Desirable |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Literacy, numeracy and IT        |                                                                                                                                             | *         |           |
| Written and verbal communication | Establish good relationship with key people in school and the governing body. Be able to handle complaints in a sensitive and timely manner | *         |           |
| Minute taking                    | Take accurate minutes and ensure they are distributed in a timely manner                                                                    | *         |           |

|                 |                                                                               |   |  |
|-----------------|-------------------------------------------------------------------------------|---|--|
| Time management | Meet deadlines and competing demands within an autonomous working environment | * |  |
|-----------------|-------------------------------------------------------------------------------|---|--|

| Experience                     |                                                                                                             | Essential | Desirable |
|--------------------------------|-------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Administrative                 | Experience in administrative roles, such as office administration, secretarial work or project coordination | *         |           |
| Governance or Education Sector | Prior experience of a governance role or role in a school setting can be beneficial                         |           | *         |

|                                   |                                                                                                                                                                                                       |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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** : Basic

**Work type** : Mobile – working in a range of schools and academies across Cambridgeshire (otherwise working from home)