

Job Description

Clerk to the Governors

ORCHARD HILL COLLEGE AND ACADEMY TRUST

General Purpose of Job:

Responsible to the Governance Manager.

To provide a clerking service to the Local Governing Body (LGB) of the school(s) within the regional hub of Orchard Hill College and Academy Trust.

Reporting Relationships

The post holder will report to the Governance Manager.

Functional Links

The Clerk to the Governors will report directly to the Governance Manager. They will also need to liaise with pupils/students, other staff in the Family, governors, directors, parents, carers and other professionals.

Main Job Purpose

To provide specialist advice to the LGB on governance, constitutional and procedural matters. To provide effective administrative support to the LGB

To ensure the LGB is properly constituted and manage information effectively in accordance with legal requirements.

Specific Duties:

1. Preparation of agenda to incorporate relevant reports and actions from previous minutes in consultation with Head, Chair and other senior leaders and managers.
2. To attend LGB meetings to prepare detailed minutes (including evidence of governors' support and challenge for Ofsted purposes) and progress action arising out of meetings as necessary, and to provide specialist advice to the Governing Body on procedural matters; ensure prompt circulation of minutes to governors and other interested parties.

3. Providing general admin support to the Governance Manager including monitoring of governors' attendance, preparation and analysis of governors' skills audits, maintenance of membership records and preparation of paperwork for staff governors and parents nominations where appropriate, preparation of appointment letters, printing and collating, uploading papers to the governors' portal etc.
4. To have oversight of membership of the LGB and to advise Head Teachers, Chair of Governors and the Governance Manager of forthcoming vacancies and to assist in the administration of appointments.
5. To monitor governor attendance at formal meetings and to alert the Chair/Governance Manager to possible disqualification in line with governance regulations.
6. To develop and maintain a good general knowledge of governance regulations and other relevant legislation.
7. To assist with the termly cycle of portfolio governor visits, including coordinating dates, collecting reports etc.
8. To undertake appropriate and regular training and development to maintain knowledge and improve practice.
9. To maintain confidentiality of information in line with Data protection legislation and safeguarding requirements.
10. Promote and carry out all duties in accordance with College/Trust policies including Safeguarding, Equality and Diversity and Health and Safety.
11. To carry out any other duties appropriate to the level of the post.

Other Information

This job description reflects the current situation. It may be altered in detail and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.