



**ROLE DESCRIPTION – Clerk to the Local Governing Body
DECEMBER 2021
Kidmore End CE Primary School**

Job Title: Clerk to the Local Governing Body

Salary: £13.14 - £14.23 per hour inclusive and based on experience

Status: Average of 2.5-3.0 hours per week or equivalent across the school year (term-time only)

Employer: ODST

Location: Home-based with a need to attend meetings at school

Responsible to: Chair of the Local Governing Body (LGB)

Responsible for: Clerking services for the Local Governing Body

Key relationships: Chair of the LGB, Headteacher, LGB Members and school administration staff

Job Purpose:

The Governance Handbook states:

‘High quality professional clerking is crucial to the effective functioning of the LGB. The role is not only about good and effective organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties and supporting the chair to enable and facilitate strategic debate and decision making. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.’

Main Duties and Responsibilities:

Effective administration of meetings

- In liaison with the Chair and headteacher prepare agenda for relevant meetings and distribute papers in a timely manner;
- Draft minutes of LGB meetings, indicating action points;
- Share agreed minutes electronically;
- Follow-up any agreed action points.

Effective administration of the LGB

- Maintain up to date records: e.g. LGB meeting attendance records, terms of office, terms of reference for committees, a register of pecuniary interests, a list of training records for LGB members etc;
- Maintain a record of signed minutes of meetings in school and records of correspondence with the LGB;
- Ensure copies of statutory policies and other school documents approved by the LGB are kept in the school and published as agreed, for example, on the website
- Advise the LGB on succession planning.

Effective source of advice to the LGB

- Advise the LGB on governance legislation and procedural matters where necessary;
- Act as the first point of contact for LGB Members with queries on procedural matters;
- Work in liaison with the ODST central team, and third parties where necessary, to access appropriate legal advice, support and guidance;
- In liaison with the ODST central team, follow a schedule of governance tasks and ensure that statutory policies are in place, and are revised, when necessary;
- Provide relevant governance updates to LGB members and best practice advice where required;
- Support the induction of new governors.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- Keep up to date with current educational developments and legislation affecting school governance.

Please note that this is purely an indicative list and there may be occasions where the clerk is asked to support other activities for the school within their contracted hours. On occasion and depending on need, there may also be opportunity to provide additional support beyond the contracted hours.

Competency Framework:

Clerks are expected to act in accordance with the Clerks Competency Framework issued by the DfE: [Clerking Competency Framework](#)

Person specification

Educational achievements, qualifications, training and knowledge:
Essential <ul style="list-style-type: none">• Fully conversant with Microsoft office software including Word
Experience:
Essential <ul style="list-style-type: none">• Experience of taking precise, accurate minutes• Proven administrative and organisational abilities
Job related aptitude and skills:
Essential <ul style="list-style-type: none">• Excellent literacy skills including spelling• Excellent presentation skills• Excellent communication skills – both oral and written
Personal qualities:
Essential <ul style="list-style-type: none">• Ability to work with diplomacy and tact, showing a respect for confidentiality• Flexible approach to tasks and an ability to use initiative• Commitment to continuing personal development
Special Requirements:
Essential <ul style="list-style-type: none">• Access to computer and e-mail facility• Ability to travel independently to schools within ODST
Equal Opportunities:
Essential <ul style="list-style-type: none">• Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

Experience:
Desirable <ul style="list-style-type: none">• Experience as a clerk to a governing body or an understanding of school governing body work<ul style="list-style-type: none">• Experience of working with Governor Hub