



CLERK TO THE GOVERNORS'

JOB DETAILS:

Salary:

Scale F, Points 12-17, £21,589.00 - £23,836.00 gross per annum

Actual Salary: £3,289.54 - £4,259.93 gross per annum

Hours of Work:

8 hours per week, flexible working will be required

38 working weeks per year - term-time only to include attendance to evening Governors' meetings (further details of these meetings will be given upon appointment).

MAIN DUTIES

1. Provide an effective administration service to the Governing Body meetings. This will include preparing and distributing agendas, documentation and minutes, as well as maintaining and filing a variety of documentation.
2. Together with the Office Manager/Headteacher's PA, provide a minuting service (shared between the 2 roles) for all Governors' meetings. There are approx. 5 meetings per term. Meeting start times are either 5pm or 6pm and last approximately 2/3 hours.
3. Attend 4 Full Governing Body Meetings per year from approx. 6.00 pm – 9.00 pm in an advisory capacity
4. Manage the Membership of the Governing Body, ensuring all statutory requirements are met.
5. Participate in appropriate and regular training to maintain Governance knowledge and improve practice. In addition the postholder will be expected to keep up-to-date with current educational developments and legislation affecting school governance.
6. Using knowledge learned from external training provided, offer advice to the Governing Body as required.
7. The Clerk may be asked to undertake additional duties such as clerking any statutory appeal panels the Governing Body is required to convene and assisting with the elections of parent and staff governors.