



## **The de Ferrers Trust**

Work **hard**, Be **kind**, Choose **wisely**

# **The de Ferrers Trust Job Description and Person Specification**

Post title:	Clerk to Governors
Accountable to:	Trust Governance Manager/Chair of LGB
Grade:	DFT 4
Post holder name:	
Post holder signature:	



## ROLE OVERVIEW:

With the support of the Governance Manager, the Clerk will provide an effective clerking service to the Local Governing Body(s) that includes (but is not limited to):

- Providing advice on governance, constitutional and procedural matters
- Providing effective administrative support to the Local Governing Body and any subcommittee or panel.
- Ensuring the Local Governing Body is properly constituted
- Managing information effectively in accordance with legal requirements.

## KEY ACCOUNTABILITIES:

### Provide Advice to the Local Governing Body

- Advise the Local Governing Body on governance legislation and procedural matters where necessary before, during and after meetings and seeking advice and support from the Governance Manager when required.
- Act as the first point of contact for governors with queries on procedural matters.
- To support the Governance Manager by assisting with the communication of key pieces of information from the Trust. This includes attending a half-termly clerks briefing, and cascading information received to governors. Information received could include, for example, changes in governor responsibilities as a result of changes in legislation.
- Ensure statutory policies are in place and are reviewed when necessary.
- Assist the Governance Manager in producing an annual calendar of meetings.
- Assist the Chair of Governors in the induction process of new governors ensuring that all governors have all of the appropriate documents, including the agreed Code of Practice.
- Conduct an annual skills audit with the Local Governing Body, producing a matrix that identifies key training priorities, and forward to the Governance Manager so that appropriate training can be sourced.

### Effective Administration of Minutes

- With the Chair of Governors and the Principal, prepare a focused agenda for the Local Governing Body meetings using the standard templates provided by the Trust.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the terms of reference.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not).
- Draft minutes of the governor meetings (including any sub-committee or panels), indicating who is responsible for any agreed action, and send draft minutes to the Chair, Principal and Governance Manager.
- Circulate the reviewed draft to all governors (or members of the sub-committee) and the Trust Team within the timescale agreed.
- Follow up any agreed action points with those responsible and inform governors on progress made.

### Membership

- Advise governors and the Governance Manager in advance of the expiry of a governors' term of office, so elections or appointment can be organised in a timely manner.
- Chair the section of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of pecuniary interests and forward to the Trust on an annual basis or as and when there are changes.
- Ensure all governors complete an enhanced DBS check with satisfactory result
- Maintain governor meeting attendance records
- Liaise with the Chair and the Governance Manager regarding succession planning
- Assist with the election of parents and staff governors.

## Manage Information

- Maintain up to date records of the names, addresses, category of governors, terms of office in a format agreed by the Trust
- Maintain copies of current terms of reference, scheme of delegation, membership of any committees and name of nominated governors i.e. safeguarding etc.
- Maintain records of governor correspondence.
- Ensure copies of statutory policies and other academy documents approved by the Local Governing Body are kept in the academy and published as agreed, for example, on the website.
- Maintain an archive of governor minutes and documents
- To maintain a record of governor visits to the Academy and circulate any resulting reports to the Local Governing Body and the Governance Manager.

## 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 governance
- Participate in regular performance management.

## Additional Services

- The Clerk may be asked to perform such other tasks as may be determined by the Governance Manager or the Chair of the Local Governing Body from time to time.

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## Corporate Responsibilities

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: CLERK TO GOVERNORS

Education & Qualifications	Essential	Desirable
Be able to demonstrate a willingness to attend appropriate training and development.	<input type="checkbox"/>	
Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.		<input type="checkbox"/>
Experience		
Relevant personal and professional development.		<input type="checkbox"/>
Working in an environment where experiences include taking own initiative and self-motivation.		<input type="checkbox"/>
Working as a member of a team.		<input type="checkbox"/>
Knowledge & Skills		
Good listening, oral and literacy skills.	<input type="checkbox"/>	
Writing agendas and accurate concise minutes.	<input type="checkbox"/>	
ICT including keyboarding skills.	<input type="checkbox"/>	
Record keeping, information retrieval and dissemination of data/documentation to relevant partners.	<input type="checkbox"/>	
Organising their time and working to deadlines.	<input type="checkbox"/>	
Organising meetings.		<input type="checkbox"/>
Using the internet to access relevant information.		<input type="checkbox"/>
Knowledge of governance procedures.		<input type="checkbox"/>
Personal Attributes		
Be a person of integrity.	<input type="checkbox"/>	
Be able to maintain confidentiality.	<input type="checkbox"/>	
Be able to remain impartial.	<input type="checkbox"/>	
Have a flexible approach to working hours.	<input type="checkbox"/>	
Be sympathetic to the needs of others.	<input type="checkbox"/>	
Have a positive attitude to personal development and training.	<input type="checkbox"/>	
Have good interpersonal skills.	<input type="checkbox"/>	
Acts with pace and urgency being energetic, enthusiastic and decisive.	<input type="checkbox"/>	
Has the ability to learn from experiences and challenges.	<input type="checkbox"/>	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	<input type="checkbox"/>	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	<input type="checkbox"/>	
Committed to own continual professional development	<input type="checkbox"/>	
Other		
Ability to travel to other Trust sites	<input type="checkbox"/>	
Is fluent in the use of the English language	<input type="checkbox"/>	
<p><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <li>● <i>Motivation to work with children and young people.</i></li> <li>● <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i></li> <li>● <i>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i></li> </ul>		