Empowering all to achieve

Severn Vale School
An Academy

Clerk to the Governors

Job Description

Severn Vale School, Quedgeley, Gloucester, GL2 4PR
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Ofsted Good rating

Job Title:	Clerk to Governors
Grade:	G Point 8 - 20
Directly Responsible To:	Chair of Governors
Job Purpose:	To provide essential administrative support to the governing body and ensure that the academy complies with all legal and statutory requirements.
Hours	3.75 hours per week, 38 weeks per year (142.5 hours per year) This is a part-time position requiring flexibility around the meeting schedule. This will include evening meetings.

Name	
Signed	
Date	

MAIN DUTIES AND RESPONSIBILITIES

Administrative Support for Governing Body Meetings

- Prepare, distribute, and circulate agendas, papers, and other relevant documentation in advance of governing body meetings.
- Attend and minute all governing body meetings, including Full Governing Body (FGB), Committee meetings, and any other relevant sub-committees.
- Ensure accurate and timely minutes are produced, agreed upon, and disseminated.
- Advise on governance procedures, statutory requirements, and the legal obligations of the governing body during meetings.
- Maintain records of attendance, voting, and actions taken during meetings.
- Provide admin support in the recruitment of governors, including carrying out necessary checks.

Governance and Legal Compliance

- Ensure the governing body is aware of its responsibilities and legal duties.
- Provide advice on the interpretation of the Academy's articles of association and other governance-related documents.
- Assist in the development and review of the governing body's terms of reference.
- Monitor the academy's compliance with statutory reporting requirements, ensuring all information is added to necessary regulatory bodies as required (e.g Department for Education; Companies House).
- Keep up to date with changes in educational governance and advise governors accordingly.

Strategic Support

- Provide advice to the Chair of Governors, Headteacher, and other senior leaders on governance and procedural matters.
- Maintain a knowledge of the Academy's policies, procedures, and strategic priorities to ensure the governing body can effectively support and challenge the leadership team.
- Ensure the smooth operation of the governing body by liaising with governors and senior leaders to ensure they have the necessary information to make informed decisions.

Record Keeping and Documentation

- Maintain accurate and up-to-date records of all governing body meetings, decisions, and actions.
- Ensure that governing body and committee membership details, declarations of interest, and other important documents are regularly updated and available.
- Support the maintenance of the register of governor interests and other key documentation.

Training and Development

- Support the induction of new governors, ensuring they are aware of their roles and responsibilities.
- Organise training opportunities for governors, ensuring that they are kept informed about best practices and developments in governance.

- Ensure governors are aware of any relevant training or development opportunities to enhance their performance.

Communication and Liaison

- Act as the primary point of contact between the governing body and the wider school community, including staff, parents, and external stakeholders.
- Foster good relationships between governors, staff, and stakeholders.
- Support the communication of key decisions and information from governing body meetings to the wider academy community as appropriate.

General

- To unequivocally support and promote the values and ethos of Severn Vale School.
- Be aware of the responsibilities under General Data Protection Regulations for the security, accuracy and significance of the personal data held in the school's systems.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.
- Work in accordance with the Schools Health and Safety Policies and Procedure.

PERSONAL SPECIFICATION

Essential Qualifications & Experience

- Previous experience in an administrative or governance role, ideally in an educational setting.
- Knowledge of the legal and regulatory framework for schools and academies.
- Strong organisational and time-management skills with the ability to work to tight deadlines.
- Excellent written communication skills, with experience in minute-taking and document preparation.
- Understanding of the roles and responsibilities of governors and the governance structure of academies.
- Ability to work independently and as part of a team.
- IT proficiency (including Microsoft Office Suite) and familiarity with online meeting platforms.

Desirable Qualifications & Experience

- A qualification in governance or related field (e.g., the Clerk to Governors training).
- Previous experience as a Clerk to Governors or in a similar governance administrative role.
- Experience with online governance tools (e.g. GovernorHub, BoardPacks).

Personal Attributes

- Discretion and confidentiality in dealing with sensitive issues.
- Strong interpersonal skills with the ability to communicate effectively with a range of stakeholders.
- Ability to work under pressure and manage competing priorities.
- A proactive and solution-focused approach to tasks.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.