



St Peter and St Paul Church Primary School

Let Your Light Shine



An aspirational school where children are equipped with the knowledge, skills and values to thrive academically and socially, and develop the self-belief to embrace their future lives with confidence as God intended them to.

Clerk to the Governing Body

Start Date: **1st January 2024**

Salary: **Surrey Pay Scale PS6-PS7 FTE £27897 - £33321**

St Peter and St Paul Church Primary School would like to recruit an experienced Clerk to Governors to provide an efficient and professional clerking service to the Governing Body. Reporting directly to the Chair of Governors, this is a part time position working 3-4 hours per week term time only and includes attendance at day/evening meetings either in person or remotely.

The role will include the following responsibilities:

- To work effectively with the Chair of Governors, the Head Teacher and the other governors to ensure the continuity and effectiveness of governing body business by providing high quality confidential administrative support, working within the governance legislative framework.
- To ensure all governors comply with safeguarding checks and practice
- To maintain an archive of records, documenting meetings, governor details, statutory policy details and terms of reference
- To advise the governing body on constitutional and procedural matters, duties and powers

We can offer:

- Ongoing training and support for you to develop within your role
- Flexible hours which can be worked around other commitments
- A supportive, friendly and hardworking Governing Body, Chair and Head Teacher

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



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Wisdom

Hope



Courage

Respect

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Clerk to Governors Job Description

Knowledge and understanding

The clerk will:

- Know the features of effective governance, and the Governing Body's governance structure and core functions
- Understand their role as set out in legislation
- Understand key national education policies and the local education context in which the Governing Body is operating
- Know the Governing Body's duties under legislation and statutory guidance
- Understand the importance of the Governing Body adhering to and promoting the school's internal procedures
- Understand the school's governance structure, including legal structure and constitution
- Understand the principles of records management and have working knowledge of the Data Protection Act and the Freedom of Information Act
- Understand the Governing Body's accountability to and relationship with other bodies (e.g. the Department for Education, ESFA and Ofsted)
- Know the Governing Body's code of conduct and strategic priorities
- Understand the school's culture, values and ethos



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- Know which information about pupil performance and financial management will be used by the Governing Body to hold leaders to account
- Know the instrument of government for schools

Administration

They will:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Promote the use of project management tools (including risk registers) to support the chair
- Make sure that Governing Body papers are clear and accurate, and that minutes capture discussion points and actions
- Challenge the Governing Body if meetings are not conducted in a proper or orderly manner
- Support the chair in identifying priorities and upcoming issues when planning meetings
- Evaluate administrative procedures to ensure effectiveness, and adapting these where necessary
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Maintain or help maintain accurate registers (e.g. register of interests)
- Make sure any corporate seals are kept safe
- Establish and administer procedures for filling vacancies on the Governing Body
- Keep a record of governors' attendance
- Understand the principles of confidentiality and apply this to their own work and that of the Governing Body
- Have an eye for detail and excellent proofreading skills



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- Use technology effectively to streamline the Governing Body's processes
- Communicate information clearly, logically and impartially by using a range of presentation methods as appropriate
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management
- Have excellent time management skills
- Remain calm and maintain a high standard of work under pressure

Advice and guidance

They will:

- Provide appropriate information for the Governing Body and check the credibility of sources
- Update the Governing Body on changes to legal or statutory requirements
- Access third-party guidance on behalf of the Governing Body where necessary
- Inform the Governing Body about training and development opportunities
- Provide clear, logical and impartial advice to the Governing Body
- Clearly explain difficult concepts, including information on the Governing Body's legal duties
- Understand the principles of conflicts of interest, and is able to advise the Governing Body on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the Governing Body is overstepping its strategic role or is not following the code of conduct



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People and relationships

They will:

- Build effective professional relationships with the Governing Body, external contacts and others
- Use appropriate influencing skills to gain the Governing Body's confidence
- Establish effective channels of communication with the Governing Body, the wider school and any external contacts and partners
- Contribute to discussions about the design of governance committees and structures
- Advise the Governing Body when governors' terms of office end and assess the effect this will have on the Governing Body's skills mix
- Establish and facilitate transparent procedures to fill vacancies
- Help the Governing Body to create a culture in which challenge is welcomed
- Support the Governing Body when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development