



## Heart of the Forest

### Job Description

Role: Clerk to Governors  
Grade: 6 (pts 15-20)  
Salary: £22,911 – £25,295 per annum pro rata  
Hours: 60-80 hours per year

#### Job purpose

1. To act as the official channel of communication to and from the governing body and enable the smooth operation and administration of all governing activities.

#### 2. Main duties

##### A) Meetings

- Work with the Chair of Governors and the Headteacher to set the agenda for each full governing body meeting.
- Work with the Chair of the Resources Committee and the Chair of the Curriculum & Standards Committee to set the agendas for their respective meetings.
- Collate the papers for each meeting and send them out with the agenda in good time to governors and the Local Authority where appropriate.
- Attend full governing body meetings and committee meetings and take accurate notes from which to write the minutes.
- Agree the final version of the minutes with the respective Chairs and send them to all governors and the Local Authority where appropriate.
- Ensure that decisions are implemented as agreed at the meetings.

##### B. Terms of office

- Record the attendance of governors at meetings and advise any governor in danger of disqualification through non-attendance.
- Check on the expiry dates of terms of office and advise governors in advance.
- Inform the Chair of Governors and the Local Authority where appropriate of Governor appointments and resignations, and ensure action is taken to fill the vacancies.
- Deal with correspondence on the appointment of governors and provide induction information.



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### C. Administrative

- Work with the Chair of Governors and the Headteacher to coordinate the Governors annual Calendar of meetings and agenda items.
- Set up any governors' hearings, interviews and appeal committees, as required.
- Advise the governing body on law and procedural matters contained in Education Legislation.
- Keep up-to-date with current developments and legislation affecting the governance of schools through attendance at termly Clerks' briefings arranged by the Local Authority, or otherwise.

### 3. Qualifications and Experience

- Excellent verbal and written communication skills
- Able to organise and coordinate effectively
- Good time management skills
- Knowledge about governing body and Local Authority processes and procedures
- Tact, discretion and the ability to work under pressure.

### 4. Supervisory Responsibility

Nil

### 5. Supervision received

The Clerk is responsible to the Chair of Governors.

### 6. Principal contacts

Governors, Local Authority Officers, Headteachers, staff, parents/carers

### 7. Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

### Safeguarding statement

*Heart of the Forest is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose a risk of harm to children and young people.*

### Equal Opportunity

The council is committed to ensuring equality of opportunity and fairness in the workplace, and providing equality of access to services for the communities it serves.

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.