



Darell Primary and Nursery School

Job Description & Person Specification:

Clerk to the Governing Board

Key Position Information

Detail	Specification
Job Title	Clerk to the Governing Board
Contract Type	Permanent, Part-Time
Working Hours	Minimum 3 hours per week (Term Time only)
Salary / Pay Scale	Pay Scale 6, Point 18 — £18.92 per hour (plus holiday allowance)
Accountable To	Governing Board (working in close liaison with Chair of Governors & Headteacher)

Part 1: Job Description

Role Introduction

The Clerk to the Governing Board will be accountable to the Governing Board, working effectively with the Chair of Governors, the Headteacher, and all other governors.

The Clerk will be responsible for advising the board on constitutional and procedural matters, statutory duties, and legal powers while operating strictly within the current legislative framework. The primary role is to secure the continuity of Governing Board

business, ensure operational compliance, and observe strict confidentiality at all times.

Main Responsibilities and Tasks

1. Provide Advice to the Governing Board

- **Governance Guidance:** Advise the governing board on procedural issues and best practices in school governance, including committee structures and self-evaluation.
- **Legal Support:** Access appropriate legal advice, support, and statutory guidance as required.
- **Onboarding Guidance:** Ensure new governors are introduced to the DfE *Governance Handbook* and other essential governance information and documents.
- **Website Compliance:** Advise on statutory content and reporting required for the school website.
- **Policy Oversight:** Ensure all statutory policies are in place, reviewed on an agreed schedule, and properly filed/archived within the school upon approval.
- **Strategic Anticipation:** Identify priorities, anticipate potential compliance or operational issues, and draw these to the Chair's attention alongside proposed recommendations.

2. Effective Administration of Meetings

- **Agenda Setting:** Collaborate with the Chair (or Committee Chair) and Headteacher to prepare targeted meeting agendas focused on key priorities and school improvement.
- **Document Distribution:** Collate and distribute meeting agendas and supporting papers at least **seven clear days** before each meeting.
- **Attendance & Quorum:** Record governor attendance at meetings, log formal apologies, and manage follow-ups regarding absences.
- **Minute Taking:** Take accurate notes during governing board and Committee meetings to prepare formal minutes, clearly identifying responsibilities, agreed action items, and timescales.
- **Draft Approval:** Circulate draft minutes to the Chair (or Committee Chair) and Headteacher for review and approval by the Chair of the meeting. .
- **Minute Distribution:** Copy and circulate approved draft minutes to all governors within agreed deadlines.
- **Action Tracking:** Brief the Chair (or Committee Chair) and Headteacher prior to meetings regarding progress on previously agreed board actions.
- **Record Keeping:** Maintain a master file of signed, physical minutes as an archive record held at the school.
- **Elections:** Chair the specific section of the meeting during which a Chair of Governors is elected.

3. Membership Administration & Records

- **Governor Database:** Maintain an up-to-date database of governor names, contact addresses, membership categories, and terms of office.
- **Induction Packs:** Prepare and dispatch comprehensive welcome packs to newly appointed governors, including details on terms of office.
- **Committee Structure:** Maintain records of current terms of reference, committee memberships, working parties, and nominated link governors (e.g., Safeguarding, SEND).
- **Succession Planning:** Notify governors and appointing bodies well in advance of expiring terms of office to ensure re-elections or new appointments are organized promptly.
- **Pecuniary Interests:** Maintain the annual register of governors' pecuniary interests, ensuring it is reviewed annually and published on the school website.
- **Audits & Training:** Oversee and maintain the annual governing body skills audit and maintain a comprehensive log of all governor training (including statutory safeguarding).

4. Personal Development

- **Professional Briefings:** Attend termly clerk briefings, local network seminars, and professional development opportunities.
- **Sector Knowledge:** Maintain up-to-date knowledge regarding developments in education, children's services, and legislation affecting school governance.

Additional Services

(Provided by mutual agreement and usually at additional cost)

- **Committee Clerking:** Clerk some or all governing board committee meetings.
- **Statutory Hearings:** Clerk formal statutory appeal panels convened by the governing board (e.g., pupil exclusions, complaints, staff discipline).
- **Governor Elections:** Assist with formal election processes for parent and staff governor roles.
- **Leadership Support:** Offer tailored advice and coaching to governors taking on new roles (e.g., Chair or Committee Chair).
- **Board Correspondence:** Manage formal governing board correspondence and maintain archives of relevant DfE and Local Authority (LA) documents.
- **Annual Planning:** Assist in producing the Governing Board Year Planner aligned with the School Development Plan (SDP), establishing the annual calendar of meetings and agenda cycles.

Part 2: Person Specification

Assessment Key:

- **E** = Essential Criteria *(Must be met upon application)*
- **D** = Desirable Criteria *(May be acquired on job or used to distinguish shortlisted candidates)*

Category	Criteria	Essential / Desirable	Assessment Method
Qualifications & Training	• At least 5 GCSEs (or equivalent) at Grade C/4 or above, including English and Mathematics.	E	Application
	• Proven commitment to continuous personal development and attending relevant governance training.	E	Application / Interview
Experience	• Demonstrable experience working independently, using initiative, and self-motivating to complete tasks.	E	Application / Interview
	• Experience working collaboratively and effectively as part of a team.	E	Application / Interview
	• Experience in minute-taking, organizing formal meetings, and maintaining accurate administrative records.	D	Application / Reference
Skills & Competencies	• Communication: Exceptional written, oral, and listening skills with high literacy levels.	E	Application / Selection Task
	• Time Management: Excellent organizational skills; able to prioritize workload and meet tight statutory deadlines unsupervised.	E	Application / Interview
	• Information & Document Management: Skilled in organizing meetings, record-keeping, and the secure dissemination of sensitive documents.	E	Application / Interview

	• Digital Literacy: Strong IT skills, including email, cloud storage, web browsing, and remote communication tools.	E	Application
Knowledge & Awareness	• Understanding of the roles and responsibilities of a Governing Board, Headteacher, Local Authority, and the DfE.	D	Interview
	• Working knowledge of Equal Opportunities legislation and inclusive practices.	D	Interview
	• Understanding of the General Data Protection Regulation (GDPR) and data protection principles.	D	Interview
Personal Attributes	• Absolute commitment to maintaining confidentiality, integrity, and impartiality at all times.	E	Interview / Reference
	• Flexible approach to working hours and adapting to changing priorities.	E	Interview
	• Openness to feedback, new learning opportunities, and organizational change.	E	Interview
Special Working Requirements	• Ability to work flexibly around Governing Board schedules, including attending early morning and evening meetings.	E	Interview
	• Ability to work efficiently from home with compatible computer hardware, software, and secure internet access.	E	Application / Interview
	• Availability to be contacted during mutually agreed operational times.	E	Interview
	• Strong commitment to supporting Darell Primary and Nursery School's vision, ethos, and safeguarding values.	E	Application / Interview