**Clerk’s job description**

Department: People

Division: Schools

Job Title: Clerk to Governors

Grade: Bristol Grade 8

Managed by: Chair of Governors (Chair)

Responsible for: Nil staff

**Purpose of the Job**

To provide effective administrative support, procedural and legislative advice to the governing body.

**Key Job Outcomes**

1. Provide effective administrative support to the governing body.

* Respond to a range of enquiries both written and verbal, either directly or in more complex cases refer to the chair.
* Prepare draft documents, letters and maintain spreadsheets (e.g. records, inventories) and databases (e.g. governors records) to ensure information is kept up to date.
* Ensure secure handling of confidential data and information to comply with Council Policy and the Data Protection Act.

2. Organise and co-ordinate the information flow.

* Liaise with chair, headteacher and other members of the governing body to agree a calendar of dates for governing body meetings and prepare an agenda which takes account of DfE, LA and church authority issues.
* Make notes at governing body meetings for the preparation of minutes and, under the direction of the chair, ensure that all decisions are recorded accurately and objectively, including timescales for actions.
* Under the direction of the chair collate and disseminate information prior to meetings.
* Maintain a filing system to log and record all incoming and outgoing information.

3. Provide legislative and procedural advice to the governing body.

* + Provide the governing body with guidance on governance legislation and procedural matters.
  + Provide governors with relevant legislative information, to include a copy of the DfES Governance Handbook and associated legislation.
  + Notify the governing body of changes to policy and procedure. If they do not comply with the changes the postholder must inform the LA.
  + Update and maintain a database of Governor information, to include a category of governors and terms of office.

**General Accountabilities**

A. So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and Codes of Practice

B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards