



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Clerk to Local Governing Body
Location:	Godmanchester Bridge Academy, Godmanchester Community Academy, Cromwell Primary Academy
Reports to:	TBC, Chair of Governors

Purpose
<p>To provide an efficient clerking, secretarial and administrative service to the Local Governing Body and its Chairholder.</p> <p>You will attend the meetings of the Local Governing Body to take the minutes of the meeting, organise and administrate the meetings and provide accurate minutes of each meeting.</p> <p>The meetings are typically evening meetings, there are usually 6 meetings per school per year. The clerk is allocated 6 hours per meeting, to include time for the meeting and to prepare, collate and circulate the agenda and supporting documents and then to write up the minutes and circulate the draft to the Chair of Governors and Head of School.</p>
Main Responsibilities
<ul style="list-style-type: none"> • To collate the agenda with the Chairholder and the Head of school and circulate to all LGB members; • to collate and circulate the supporting papers for each meeting of the LGB; • to attend governors' meetings and to take the accurate notes from which to prepare the minutes; • to write, produce and send copies of the draft minutes to the Chairholder and Head of school; • to ensure that the governing body fixes the dates of future meetings; • to maintain the membership records of the LGB ensuring the Clerk to the Board of Directors and the Local Authority are kept informed of all new appointments and resignations; • to record the attendance of governors at meetings; • to check on the dates of expiry of terms of office and warn the Chairholder in advance of expiring terms; • to maintain relevant files and records of correspondence and documents, including the Declaration of Interest forms of all LGB members; • to ensure the minutes of meetings and any other relevant documents are communicated to the Clerk to the Board of Directors in a timely manner;



- to work with the Clerk to the Board of Directors, who will provide mentorship, and ensure the LGB is compliant with all areas of compliance;
- to work ensure their training is current, to attend relevant briefings and maintain personal knowledge of good practice for clerks.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Clerk)

Signed.....(HR and Administration Manger, Chair of Governors)

Date.....



ACES Academies Trust Person Specification: Clerk to Local Governing Body

Criteria	Desirability
QUALIFICATIONS	
Educated to A Level or equivalent (GCSE A-C / 4-9 in English & Mathematics or equivalent NVQ3)	Essential
A specific qualification relating to the role	Desirable
EXPERIENCE	
Experience of working in an administration or secretarial capacity	Essential
Experience in clerking	Desirable
PROFESSIONAL COMPETENCE	
Knowledge and understanding of professional clerking practice	Desirable
Excellent organisational skills	Essential
Good ICT skills (typing, word processing, internet use and emails)	Essential
Good time keeping skills	Essential
Professional attitude with all clients	Essential
Discreet with information	Essential
Communicate effectively using suitable language, both written and orally	Essential
Consistent manner and attitude	Essential
Can work as part of a team	Essential