

## **THE CHERWELL SCHOOL**

*A Centre of Opportunity*

### **Job Description: Clerk to the Governors of the Resource and Student Impact Committees**

Responsible to: Headteacher

Salary Scale: Grade 7, £10.71 per hour

Working Time: As per meeting requirements (as a guide, around 5 to 6 meetings (evenings) per academic year, per committee)

#### **Main Purpose(s) of the job:**

The role will be to provide an efficient clerking service to the Resource and Student Impact Committee of the Governing Body, working alongside the Clerk to the Governors. The role of the clerk is central to the effective organisation of governing body work and a valuable source of expertise. The role also offers an opportunity to contribute to improvement and higher achievement in schools.

#### **Main Duties:**

- Accurate minute taking at Resource and / or Student Impact Committee meetings.
- Transcription and production of draft minutes to a high standard for approval by the chair to the committee within seven to ten working days of each meeting.
- To assist in preparation and circulation of the agenda in advance of meetings.
- Monitoring governor attendance, identifying any governors who fail to meet attendance requirements and alerting the chair to the governing body and or the Clerk to the Directors and Full Governing Body.
- Liaison with governing body members between meetings, as required.
- Uphold any codes of practice adopted by the governing body and observe the rules of confidentiality.

*April 2017*

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**Person Specification: Clerk to the Governors Resource and Student Impact Committees**

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of taking precise, accurate minutes</li><li>• Proven administrative and organisational abilities</li><li>• Experience as a clerk to a governing body or an understanding of school governing body work (desirable)</li></ul>
<b>Training and Skills</b>	<ul style="list-style-type: none"><li>• Fully conversant with Microsoft office software including Word</li><li>• Excellent literacy skills including spelling</li><li>• Excellent presentation skills</li><li>• Excellent communication skills – both oral and written</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work with diplomacy and tact, showing a respect for confidentiality</li><li>• Flexible approach to tasks and an ability to use initiative</li><li>• Commitment to continuing personal development</li><li>• Commitment to customer service</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Access to computer and e-mail facility</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.</li></ul>

*April 2017*