

Governor Support Officer and Clerk

Job Description

Key responsibilities of the post include:-

- To act as Clerk to the governing body, working effectively with the Chair of Governors, and with the Headteacher and other governors
- To actively support the governing body in fulfilling its strategic role
- To be responsible for the administration of the governing body and to provide advice and guidance on procedures, legislation and local and national developments in school governance as appropriate
- To attend twice termly briefings and other training as required

Specific Responsibilities

Meetings

To:-

- Provide a comprehensive and effective administrative support service to the head teacher, the chair and other governors as appropriate ensuring that proceedings are conducted in accordance with all relevant legislation and guidance
- Produce, collate and distribute the agenda and papers so that recipients receive them by email seven clear days, in advance of the meeting
- Record the attendance of governors both at the meeting and after through the Governors Services database, or other portal that may be used and take appropriate action as required
- Ensure that all paperwork is uploaded onto the Governors Services database or other portal as required
- Advise the governing body on governance legislation, DfE guidance and disseminate procedural matters provided by Haringey Education Partnership, before, during and after the meeting
- Take notes of the governing body meetings and prepare minutes, including indicating who is responsible for any agreed action, and follow-up as appropriate within agreed timescales (10 schooldays for the production of draft minutes)
- Chair that part of the meeting at which the chair is elected

Membership

To:-

- Input and update changes into the Governors' Services database in respect governors' details
- Inform Governors Services of newly appointed governors including details of terms of office
- Ensure that the database records are updated and that Governors' Services are informed of actions taken
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. SEN
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner
- Inform the governing body, Governors Services and church authority (if appropriate) of any changes to its membership
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
- Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school
- Check with the local authority, and, where appropriate, the church authority, that Disclosure has been successfully carried out on any governor as required

Advice and Information

To:-

- Advise the governing body on procedural issues and on keeping records as appropriate
- Support the headteacher in ensuring statutory policies are in place, and are reviewed as required by the governing body
- Maintain records of governing body correspondence

Professional Development

To:-

- Attend termly briefings and participate in professional development opportunities
- Keep up-to-date with current educational developments and legislation affecting school governance

Additional Tasks

The clerk may be asked to perform additional tasks as part of their duties.