**Governor Support Officer and Clerk**

**Job Description**

**Job Purpose**

The Governor Support Officer and Clerk play a critical role in supporting the effectiveness of the governing body. Working in close collaboration with the Chair of Governors and Headteacher, the Clerk ensures that governance operations run smoothly under the current legislation and guidance. The postholder is responsible for administrative organisation, procedural advice, and governance compliance, and plays a key role in supporting the governing body’s strategic function.

**Key Responsibilities**

**1. Meeting Administration**

* Schedule and coordinate meetings of the full governing body and committees in consultation with the Chair and Headteacher.
* Prepare, collate, and distribute agendas and supporting documents **at least 7 days in advance** of the meeting.
* Attend meetings and take clear, accurate minutes, recording attendance, decisions made, and actions agreed.
* Produce and circulate draft minutes within **10 school days**
* Upload meeting documents, minutes, and attendance records to **GovernorHub** or equivalent portal.
* Temporarily chair meetings when required, such as during the election of the Chair.

**2. Governance Membership and Records**

* Maintain up-to-date records of governor appointments, roles, committee membership, and contact details.
* Notify Governor Services, and/or church authorities (where applicable) of new appointments, resignations, and term expirations.
* Monitor term lengths and support timely reappointment or election processes.
* Maintain a register of governors’ pecuniary and business interests and ensure this is reviewed annually.
* Monitor and report governor attendance at meetings, and advise on actions in cases of persistent non-attendance.
* Ensure required safeguarding checks (e.g., DBS) have been completed for all governors.

**3. Procedural Advice and Governance Guidance**

* Provide procedural advice and support to the governing body before, during, and after meetings.
* Keep governors informed of changes to relevant legislation, policies, and Department for Education (DfE) guidance.
* Support the Headteacher and governing body in tracking and reviewing statutory policies and documentation.
* Maintain and archive governance correspondence and documentation in line with regulatory requirements.

**4. Professional Development**

* Attend the clerk’s termly **briefings** and relevant training sessions provided by Haringey Education Partnership (HEP) or other recognised bodies.
* Proactively engage in continuous professional development and maintain up-to-date knowledge of educational governance practices.
* Participate in networking opportunities with clerks and governance professionals across the borough or sector.

**5. Additional Duties**

* Be prepared to clerk additional meetings such as disciplinary panels, complaints panels, and exclusion hearings.
* Undertake other duties appropriate to the role, as requested by the Chair or Headteacher, in line with the postholder’s skills and experience.

**Person Specification**

**Essential:**

* Excellent communication and interpersonal skills
* Strong organisational and time management abilities
* Good working knowledge of Microsoft Office and governance software (e.g., GovernorHub)
* Discretion in handling sensitive and confidential information
* Ability to work independently and take initiative
* Familiarity with school governance or willingness to learn

**Desirable:**

* Experience of working with school governing bodies or in a public administration role
* Understanding of education policy and the role of governors
* Prior experience as a Clerk to Governors or a similar administrative/governance role

**Working Arrangements**

* Part-time, flexible hours aligned with meeting schedules and workload
* Attendance required at all governing body and committee meetings (primarily evenings)
* In-person meetings at School, but there may be opportunities for virtual work (where applicable).