



Harnham C.E. Junior School
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Job description for the role of Clerk to the Governors (Governance Professional)

The Clerk's role is to administer the work of the Governing Body to enable it to operate efficiently and effectively; in compliance with legislative requirements, and in fulfilment of its strategic role in the life of the school.

- It is expected that the Clerk's core role will take around eight hours per month / 96 hours per year and this core role is remunerated at Wiltshire Grade E, spinal points 6 to 8.
- The Clerk is to administer meetings of the Full Governing Body and its Curriculum and Resources Committees. This means working with the Chair of Governors and Headteacher to prepare Agendas; attending the meetings and taking Minutes; preparing a draft version of the Minutes for agreement by the Chair and subsequently a final version of the Minutes.
- The Clerk is to facilitate communication within the Governing Body and sometimes with other school staff.
- The Clerk is to manage the "Governors' Virtual Office."
- The Clerk is to ensure that the Governing Body complies with the requirements of legislation, and guidance from national and local Government. These requirements include confidentiality, child protection and data protection.
- The Clerk is to ensure that the Governing Body functions in accordance with the Nolan Principles of public life.
- The Clerk is to maintain an awareness of briefings and training available from the Local Authority and communicate this to Governors.
- In addition to the core role the Clerk will sometimes be required to administer various occasional processes. These can be time consuming and the Clerk should keep a careful note of the time taken. This work will be remunerated at the normal hourly rate but over and above the core time allowance.
 - Appeals processes - This will mean becoming familiar with the procedures; preparing all documentation and managing it in accordance with data protection requirements; maintaining contact with appellants; convening an appeal panel; administering the work of the panel and communicating its decisions.
 - Certain appointment processes.

Harnham Church of England Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment