



Imberhorne School

Role Profile

Job Details

Job Title:	Professional Clerk
Salary/ Grade:	NJC Grade 4 SP: 5-6
Contract Hours:	114 hrs per annum paid at 3hrs p.w term time only (38 weeks). Evening meeting attendance is paid at the grade equivalent hourly rate plus enhancement
Working Pattern	In accordance with the annual meeting date schedule for Governing Body Meetings and associated committees.
Contract Type:	Permanent
Reporting to:	Chair of Governors School Business Manager

Main purpose

The Professional Clerk will:

Work effectively with the Chair of Governors, Headteacher and other governors in the capacity of Professional Clerk. Key responsibilities include advising the governing body on constitutional matters, duties and powers.

Take concise and accurate notes of the governing body meetings, associated committees, or statutory panels to reflect key information, decisions, and actions, along with associated timescales

Duties and responsibilities

Operational

- Preparing for and administrate meetings, allowing the governing body to make effective use of their time and focus on strategic matters. Support the effective running of meetings by:
 - working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time

- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences.
- taking minutes indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing body
- circulating draft and approved minutes to all governors, the headteacher and other relevant bodies within the timescale agreed with the board
- following up on agreed action points with those responsible and informing the chair of progress
- Providing advice and guidance on legal duties, governing practice statutory guidance and policies and procedures. To include but limited to:
 - advising on annual tasks and decisions
 - advising on governor CPD
 - accessing external advice as appropriate
 - supporting issue resolution
- Supporting the governing body in maintaining records of policies and procedural documents and ensures these are accessible. This includes:
 - maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
 - advising governors and appointing bodies in advance of the expiry of a governors term of office and the impact of this on the governing body's capacity, diversity and skills mix.
 - establishing, in discussion with the governing body, open and transparent vacancy filling processes and efficient procedures for election and appointment
 - giving procedural advice and assisting with the management of governor elections
 - advising the board on succession planning for all roles
 - maintaining governing documents such as terms of reference and signed minutes
 - collating, maintaining and ensuring correct publication of information about governors such as any pecuniary interests
 - maintaining a record of board CPD
 - ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the governing body where it is appropriate to do so
 - maintaining records of correspondence
 - maintaining governance communication portal
 - drafting correspondence on behalf of the governing body
- Maintaining relationships and open communication, supporting and advising the governing body on their self-review and development, maintaining independence, by:
 - maintaining professional working relationships with the chair, the governing body and school leaders
 - communicating on governing body matters outside of meetings.
 - where appropriate, liaising on behalf of the governing body (such as for external reviews of governance)

- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair ensuring compliance
- Ensuring meetings are quorate, overseeing the review of required policies including the publication of governance information on school websites. To include:
 - advising on data protection requirements
 - overseeing board recruitment processes
 - co-ordinating safeguarding checks on board members
 - monitoring eligibility of board members to serve, including on committees
 - notifying disqualifications, expiry of office etc
 - statutory registers and filing returns
 - keeping up to date with current educational developments and legislation affecting school governance

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues, governors, and other relevant professionals within and beyond the school.
- Develop effective professional relationships with governors and colleagues.
- Uphold the highest levels of confidentiality, professionalism, and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleagues and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintaining high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other areas of responsibility

- The post holder will be required to work outside of normal working hours to undertake the requirements of this post.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	<p>Equivalent of GCSE A-C in English and Maths</p> <p>A good working knowledge of the statutory framework for school governance along with any relevant legislation.</p> <p>Experience of working in an education environment in an administrative or comparable capacity.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Skills and Knowledge	<p>Excellent numeracy and literacy skills, and a demonstrable ability to apply these across a range of detailed work tasks that require accuracy and attention to detail.</p> <p>Experience of organising and facilitating meetings within a statutory framework.</p> <p>The ability to confidently use a range of ICT software packages and systems, identifying and utilising those considered to be the most efficient and effective for individual work tasks.</p> <p>Skills and knowledge required to set up, review and maintaining effective administrative systems</p> <p>Practical experience of statutory reporting requirements within an educational context.</p> <p>A working knowledge of Data Protection (GDPR)</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Personal Qualities	<p>Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.</p> <p>Able to work under pressure to organise and prioritise work to meet deadlines.</p> <p>Demonstrate a commitment to effective working relationships with a range of different agencies.</p> <p>Able to work flexibly and constructively both as part of a team and under own initiative, contributing to maintaining a positive and enabling environment.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	Identify with, and model, key characteristics of reliability, Integrity, honesty and objectivity.	
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