

Post Title: Clerk to Governing Bodies (AA1881)

Evaluation: 485 Points **Grade:** N6

Responsible to: Governor Services Lead

Responsible for: N/A

Job Purpose: To act as Clerk to the Governing Body, carrying out all administrative, advisory and support duties tailored to the individual needs of a significant caseload of school governing bodies, as identified in the National Standard. To work with advisers and officers of the Local Authority to provide information about school governance matters and the business of school governing bodies.

MAIN DUTIES: The following is typical of the level of duties which the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Work effectively with chairs, headteachers and governors to ensure the work of the governing body focuses on school improvement, and taking into account DfE, LA and Diocesan issues.
2. Monitor the performance of each governing body within the caseload and challenge and support practice as appropriate.
3. Provide advice to governing bodies on governance legislation and procedures and follow up queries or concerns from governing bodies as necessary.
4. Contribute to the development of school governors, including short governor update briefings at governing body meetings, as appropriate.
5. Utilise and develop ICT effectively to manage statutory and other information for governing bodies and the Local Authority.
6. Liaise with School Improvement Partners and officers of the Local Authority to provide information on matters and issues concerning school leadership and management which impact on the governance of specific schools.
7. Act as the LA's first point of contact for parent concerns and complaints, advising parents how to seek resolution, contacting headteachers and any other relevant personnel and maintaining log of contacts as appropriate.
8. Work closely with the Governor Services Lead to promote good practice in governance and contribute to service development activities.
9. Promote and implement the Council's equal opportunities policy in all aspects of employment and service delivery.