



Calday Grange Grammar School

Job Description

Minute Clerk to Governing Body	
Scale	Pay Band D
Accountable to:	Clerk of Governors
Responsible for:	-
Job Purpose:	
<p>The Minute Clerk will work closely with the Clerk to Governors within the broad current legislative framework for governance of schools and academies in order to support the continuity of governing body business. The Minute Clerk is responsible for the production and timely circulation of minutes and observing confidentiality requirements at all times.</p> <p>Meetings are normally held outside of school hours*. As an indication of the level of commitment necessary, the Minute Clerk should be available to support approximately 10 meetings during the academic year.</p> <p><i>*Note: This is an indication only and the Minute Clerk will be expected to work flexibly to support Governing Body meetings when necessary</i></p>	
Principal Duties and Responsibilities:	
<p>Administration</p> <ul style="list-style-type: none">• Attend the governing body meetings to take accurate notes to prepare minutes, including indicating who is responsible for any agreed action.• Record the attendance of governors at meetings and take appropriate action regarding absences.• Record all decisions accurately and objectively with timescales for actions, in accordance with guidance and maintain signed minutes in line with regulations.• Clerk the statutory and non-statutory governing body committees as required.• Send drafts to the Chair for amendment / approval within five days of the meeting. <p>Organisation</p> <ul style="list-style-type: none">• Whenever necessary, support the Headteacher and Clerk to Governors and others to ensure agenda papers are produced on time.• Support the Clerk to Governors to arrange for refreshments and an appropriately organised meeting room for all committee and full Governing Body Meetings.• Comply with the requirements of Companies House in relation to minutes where appropriate. <p>Support for the School</p> <ul style="list-style-type: none">• Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.• Contribute to the school ethos, aims and development.• Work as part of a team, appreciating and supporting the role of other people in the team.• Undertake personal development through training and other learning activities. <p>Note</p> <p>This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.</p>	

Communication & Influence

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

Organisational Awareness

Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the schools vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

Professional Values and Practice

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to organise their own time and work to deadlines.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience of administrative/financial work.

Knowledge of relevant educational legislation, guidance and legal requirements.

Knowledge of the respective roles and responsibilities of the governing body, the Headteacher and Local Authority.

Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

NVQ Level 3 in Administration/Business or equivalent qualification or experience.