

## Kent County Council

### Job Description: Clerking Service Clerk – Level 2

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**Directorate:** Education and Young People Services

**Unit/Section:** Governor Service

**Grade:** KR6

**Responsible to:** Clerking Service Manager

#### **Purpose of the Job:**

To perform the duties of the clerk to the Governing Body on behalf of the Kent Clerking Service. Draft agendas, take notes and produce minutes of meetings, maintain information on membership, and advise the Governing Body on procedural and legislative matters.

#### **Main duties and responsibilities:**

- Prepare the agenda for meetings of the full Governing Body and its committees in consultation with the Chair of Governors and Headteacher to ensure the meetings are purposeful.
- Attend and take accurate notes of the meetings, maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is maintained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
- Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA of all resignations and appointments and maintain a register of Governor's interest and liaise with the appropriate bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
- Maintain attendance records and receive apologies for Governing Body meetings. Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office and ensure that all systems are properly administered.
- Liaise with all Governors eligible for election to a chair or vice chair vacancy to determine whether they are willing to be candidates, list on the agenda, at which the election is to be held, those who are willing to be candidates, and act as non-voting Chair of Governors for the part of a meeting at which the Chair of Governors is elected to ensure that membership of the board is in accordance with legal requirements.
- Minute employee hearings and appeals conducted by the Governing Body Committee panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
- Advise the Governing Body on procedural and regulatory issues providing support and guidance as appropriate. Ensure that all new Governors have a copy of the Guide to the law and other relevant information to ensure that the Governing Body acts within statutory requirements.

- Attend termly briefings and participate in professional development as directed by the Clerking Service Manager including relevant accreditation as appropriate.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Clerking Service Clerk – Level 2

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general standard of education Demonstrate a willingness to attend appropriate training and development</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of organising meetings, writing agendas and taking accurate, concise minutes.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written skills</li> <li>• Ability to work on own initiative with good time management skills. Must be able to work to deadlines</li> <li>• Good record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing Body and relevant partners</li> <li>• Good interpersonal skills</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation such as Equal Opportunities</li> <li>• Knowledge and understanding of Data Protection and Records Management legislation</li> </ul>
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Confidentiality</li> <li>• Impartiality</li> <li>• Flexible approach to working hours</li> <li>• Sympathetic to the needs of others</li> <li>• Openness to learning and change</li> <li>• Positive attitude to personal development and training</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Be able to work at time which are convenient to the Governing Body, including evening meetings</li> <li>• Be able to travel to meetings</li> <li>• Be available to be contacted at mutually agreed times</li> </ul>