

Clerks to Governors (Casual)

Enfield Governor Support Service

An exciting opportunity is available within the Enfield Governor Support Service for experienced minute takers.

The Enfield Governor Support Service offers the full range of governance support to assist governors in the discharge of their legal responsibilities by providing expert advice and guidance, and clerking support on all governance related matters.

The service ensures that governing bodies are kept up-to-date on educational and procedural issues to support school improvement.

Other key contacts include head teachers, councillors, parents, staff and faith community representatives.

We are looking for Clerks to Governors to work flexibly with a small group of schools.

Clerk to Governors (SO1 rate applies)

You will be required to prepare agendas, attend governing body and committee meetings (evenings and occasional day time); periodic exclusion and parental complaint meetings; provide a wide range of advice both at meetings and on other occasions; write up minutes with a high degree of accuracy within our service timeframes of 10 working days as well as carrying out any follow-up actions.

Key requirements of the post include:

- Ability to draft professional and detailed minutes with accurate formatting
- Exceptional listening and communication skills
- An ability to interact positively with a range of individuals including Chairs, Headteachers and service personnel
- Knowledge and experience of working as a clerk
- Working knowledge and understanding of a wide range of educational matters including school governance regulations and legislation
- Ability to advise on procedural matters and good practice at meetings
- Understand the need for a high degree of integrity, trust and confidentiality
- Flexibility to attend evening and day time meetings as necessary
- Attend Enfield's Induction for Clerks to Governors and subsequent training
- IT skills such as Word and use of Teams

Please register your interest by emailing
governor.support.service@enfield.gov.uk

Alternatively interested persons may contact Sujal Zaveri on 0208 379 1207.

Do not apply for this post via the Enfield Council website, using the "click here to apply for this job" link shown below. To apply, you must contact Sujal.Zaveri@enfield.gov.uk

Please note this work is being offered on an “as and when” basis and you will not be an employee of Enfield Council. We look forward to receiving your application.

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Clerk to Governors (Casual)

Present Grade: Meeting rate applies (Sc S01) Dept: Schools and Children's Services

Service/Section/Team: Schools Standards and Support

Reports to : Governance Manager

Purpose of the Role:

To provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- To record the proceedings of meetings in line with service requirements

The clerk to the governing body will:

Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters

Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting
- distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate
- Record the attendance of governors at meetings
- Draft minutes of governing body meetings

- Circulate the reviewed draft agenda and minutes to all governors within the timescale agreed with the governing body

Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance

Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership

Personal Development

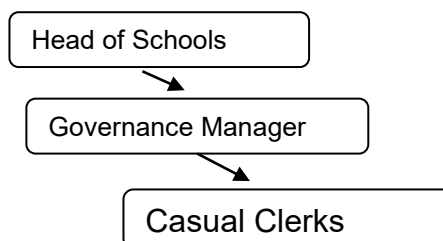
- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice

Additional Services

- Perform such other tasks as may be determined by the governing body from time to time

Dimensions including Structure Chart:

1. Structure Chart:



2. Number of indirect reports: 0
3. Nature of reporting relationship between post holder and service

Key Accountabilities:

Accountabilities	Percentage of Time (%)
Provide procedural Advice and guidance to governors and governing Body to support the effective discharge of their statutory duties and responsibilities, through for example the adherence to quorums, membership ratios and requirements when agreeing statutory instruments under the Constitution regulations, disclosure of pecuniary interests, agreed delegated responsibilities and other such matters under their relevant regulations as necessary. To be fully conversant with policies, procedures and Education legislative including any changes which affect School Governing Bodies, and keep up to date through attendance at termly Minute Clerk training sessions. To maintain effective working relationships and communications with the Governor Support Service to ensure the service continues to meet the needs of service users.	55
Effective administration of Meetings. To ensure that the School Governing Body decision making process works efficiently and effectively and in accordance with the 2017 procedure regulations.	25
Training and development To actively engage in continual professional development, develop to support the ongoing development of the Governing Body and colleagues within the GSS and the Governing Body	15

Respond to Complaints and information Requests sent to governors about the school as they arise and where required referring matters on to the Headteacher or chair as necessary. Any other duties reasonably requested by the Chair. Carry out all accountabilities in compliance with the Governing Body Code of Conduct.	5
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Key Relationships (Internal and External):

- Chair of Governors and Headteachers
- Governing Board representatives
- Local Authority, Governance Advisor
- Diocese, Foundation, Trust

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Grade: SO1

Team: GSS

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Competencies* • Build Relationships • Communicate and influence • Investigate Issues / develop expertise • Manage Change • Plan and Organise • Uphold standards	
Knowledge* • School Governance • Education Legislation	
Qualification(s)* • GCSE English	
Other Special Requirements* • Willingness to undergo training/retraining	