

Casual Work for Enfield  
Council

Title of position/work available:	Clerk to Governors Casual Post
Department/Service:	Governor Services
Grade:	S01
Hourly rate:	£17.77
Description of the work available:	<p>The main aspect of the job is supporting education by minute taking. The role will involve travelling to local schools to take minutes of meetings and providing procedural advice. This can evolve further to encompass drafting agendas and administrative support.</p> <p>Skills required include: Accurate minute taking skills; Attention to detail; Ability to communicate effectively both verbally and in writing; Willingness to travel to any Enfield school during daytime or evenings. Support and training will be provided.</p>
To apply for this work and to receive an application form, please contact:	Sujal.zaveri@enfield.gov.uk
Closing date:	Ongoing
Candidate information:	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 : Partnership and Professional Development 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.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal 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
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Provide advice regarding statutory policies
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

## **Effective administration of meetings**

- With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft agenda and minutes to all governors (members of the committee), the headteacher (if not a governor) 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
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Advise the school to carry out Disclosure and Barring (DBS) on any governor when it is appropriate to do so
- 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
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain an electronic Minute Book with signed minutes
- Maintain records of governing body correspondence when appropriate

- Ensure with the school that copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

### **Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice. Attending a minimum of two briefing sessions a year is expected.
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

### **Additional Services**

- The clerk may be asked to undertake the following additional duties:
- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Perform such other tasks as may be determined by the governing body from time to time

### **Dimensions including Structure Chart:**

1. Structure Chart:

Head of School  
Standards and  
Support



Governance  
Manager



Casual Clerks to  
Governors

2. Number of indirect reports: 0

3. Nature of reporting relationship between post holder and service

The postholder will:

- meet regularly with lead service personnel
- participate in the agreed process of performance management
- keep service informed of delivery against agreed targets
- provide data as required

**Key Accountabilities:**

<b>Accountabilities</b>	<b>Percentage of Time (%)</b>
<p>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.</p> <p>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.</p> <p>To maintain effective working relationships and communications with the Governor Support Service to ensure the service continues to meet the needs of service users.</p>	55
<p>Effective administration of Meetings including Exclusion Hearings, Staff Appeals and Managing Information. To ensure that the School Governing Body decision making process works efficiently and effectively and in accordance with the 2017 procedure regulations and within good governance arrangements and other relevant regulations and guidance as they impact on decisions of the Governing Body.</p>	25
<p>Training and development</p> <p>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</p>	15
<p>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.</p>	5

	Carry out all accountabilities in compliance with the Governing Body Code of Conduct.	
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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

**Job Title:**

**Grade:**

**Department:**

**Team:**

### KNOWLEDGE, SKILLS & ABILITIES

#### Job Specifics – Skills, Experience

##### Essential:

The clerk should have:

- Proven minute taking skills
- good listening, oral, literacy and interpersonal skills;
- the ability to organise time and work to deadlines when writing agendas and accurate concise minutes;
- good record keeping, information retrieval and dissemination of governing body data/documentation practice;
- the willingness to learn about governing body procedures and be sympathetic to the needs of others;
- be a person of integrity, maintain confidentiality and impartiality
- a flexible approach to working hours and be able to work at times convenient to the governing body
- a positive attitude to personal development and training and have an openness to learning and change;

##### Desirable:

- Knowledge of Equal Opportunities, Human Rights and Data Protection legislation. Educational legislation, legal requirements;
- Developing and maintaining contacts with outside agencies e.g. departments of the LA, Church Authorities
- Proficient ICT including keyboarding skills;

#### 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