



Job Title: Clerk to Local Governing Body (LGB)

Grade: 7

Hours: Variable

Job Type: Casual

Responsible to: LGB and ODST Governor Services Officer

Responsible for: Clerking to Academy Governing Bodies

Main Purpose(s) of the role:

The role of the clerk is central to the effective organisation of ODST and Local Governing Body work and a valuable source of expertise. The role also offers an opportunity to contribute to improvement and higher achievement in schools.

Main Duties:

- Accurate minute taking at full LGB meetings (approximately 6 per annum);
- Transcription and production of draft minutes to a high standard commensurate with the ODST service requirements for approval by the chair to the LGB within agreed time-frames;
- Provision of a full administrative service to the LGB to include preparation and circulation of the agenda, collation and circulation of supporting papers within appropriate timescales and correspondence arising from full LGB meetings;
- Monitoring governor attendance, identifying any governors who fail to meet attendance requirements and alerting the chair to the LGB;
- Monitoring of committee membership and other documentation to support the administration of the LGB;
- Advising the LGB and ODST of terms of office nearing completion;
- Maintenance of the official minutes' book;
- Provision of advice and guidance on academies' schemes of delegation;
- Attendance at briefings provided by ODST;
- Upholding of any ODST codes of practice and adherence to confidentiality;
- The post holder will also be responsible for ensuring that all relevant ODST policies and procedures are adhered to and adopted where revised and acting as a local source of advice to governors where required.

Person Specification

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Educational achievements, Qualifications, Training and Knowledge:
Essential <ul style="list-style-type: none">• Fully conversant with Microsoft office software including Word
Experience:
Essential <ul style="list-style-type: none">• Experience of taking precise, accurate minutes• Proven administrative and organisational abilities
Job related aptitude and skills:
Essential <ul style="list-style-type: none">• Excellent literacy skills including spelling• Excellent presentation skills• Excellent communication skills – both oral and written
Personal qualities:
Essential <ul style="list-style-type: none">• Ability to work with diplomacy and tact, showing a respect for confidentiality• Flexible approach to tasks and an ability to use initiative• Commitment to continuing personal development• Commitment to customer service
Special Requirements:
Essential <ul style="list-style-type: none">• Access to computer and e-mail facility• Ability to travel independently to different locations within the county• The post is also subject to a satisfactory DBS clearance at enhanced level
Equal Opportunities:
Essential <ul style="list-style-type: none">• Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.
Experience:
Desirable <ul style="list-style-type: none">• Experience as a clerk to a governing body or an understanding of academy local governing body work