



St Paul's
Primary School

St Paul's CE Primary School, Brentford

Clerk to the Governors

Job Description

March 2025

Outline of role:

The clerk to the governors has responsibility to the full governing body. In practice, the person appointed is expected to work most closely with the Chair of Governors; the clerk will also co-ordinate with the Headteacher and the Chairs of the three sub-committees which are a) Children, Families and Community; b) Finance and Resources; c) Curriculum and Achievement.

In each academic year, there are a number of meetings, and the main task of the clerk is to prepare these, minute meetings accurately and write them up afterwards. The clerk will share in the task of guiding the meetings so that the board is run properly. With the Chair of governors, and the Chairs of the committees, there is joint responsibility to challenge if meetings are not conducted in a proper or orderly manner. There are administrative tasks such as placing documents and minutes of meetings on Governors Hub.

The hours within each academic year:

- 3 full governing body meetings (evenings), each approximately 2 hours
- 3 business/agenda planning meetings a year, each approximately 2 hours in length
- 3 day-time committee meetings each term (i.e., nine meetings in the year, each approximately 2 hours)
- At least 5 other day-time meetings: e.g., SIM School Improvement Meeting Learning Review morning, School development meeting.
- Additional ad-hoc meetings relevant to the role: e.g., disciplinary, grievance, complaint meetings.
- The role is equivalent to 1.75 hours a week over the 38 weeks of an academic year. This provides for the preparation and off-site work necessary to fulfil the role.

Knowledge, understanding and skills

Being clerk to the governors is a responsible role. The clerk will be supported as they develop their knowledge, understanding and skill. The clerk will work with the Chair of Governors, and others on the governing body, to ensure that the governing body works effectively within the rules and regulations. The clerk will help the governing body respond to the key national education policies and the local education context in which the board is operating. Within this, there are some key legislations which need to be understood:

- the Data Protection Act, GDPR and the Freedom of Information Act
- the board's accountability to and relationship with other bodies (e.g. the DfE, Education and Skills Funding Agency and Ofsted)
- Know which information about pupil performance and financial management will be used by the board to hold leaders to account

The clerk's responsibilities for administration, advice and guidance

The clerk to the governors will need to ensure that agendas are agreed between the head and Chairs in advance of publication. At the meetings, the clerk will need to check that meetings are quorate, and if not, provide appropriate advice on how to proceed. There will be a shared responsibility in being aware of each governors' terms of office. The clerk will also need to advise if there are conflicts of interest.

This job description outlines the main duties and responsibilities of this post, however, it is not intended to be an exhaustive list. It may be subject to modification or amendment after consultation between the post-holder and Chair of Governors. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Confidentiality

Whilst undertaking your duties in the school you may see, hear or access information of a confidential nature. This may be relating to the work of the school, or information relating to specific pupils or staff. This information is confidential and should not be shared or passed on to any third party or unauthorised person.

Qualifications and Experience and Personal qualities

We are open to any application, but suitable qualifications would be GCSE A-C English & Mathematics, or equivalent, or Level 3 or higher administration qualification, or Level 3 Certificate in the Clerking of School and Academy Governing Boards.

Clearly having experience in this kind of work is an advantage but it is not a prerequisite. It is good to have experience in Microsoft packages such as Word, Excel, PowerPoint and Email; the clerk will need to use Governor Hub as a tool for clerking. Having worked in a Voluntary Aided school would be an asset. A willingness to undertake relevant training is essential to developing in the clerk role.

The personal qualities expected are those normal to professional relationships: good communication skills and effective liaison; reliability and punctuality; organisation ability and accuracy; an engaging and supportive demeanour. We are a Church of England school, and we would want the Clerk to work within the school's ethos.

Any offer of appointment is always subject to Occupational Health clearance and to satisfactory references and enhanced DBS checks

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, visitors and volunteers to share this commitment.