



## **Parklands Nursery School** **Clerk to the Governors Advert**

Due to the retirement of our wonderful Clerk, Parklands Nursery School is looking to recruit a new Clerk to the Governing Board and Finance Committee. This role is key to the effectiveness of the Nursery's governance arrangements. Duties include the provision of advice in and outside of governing board meetings to ensure the board works in accordance with the legal framework and to provide a full and effective administrative service. This includes the preparation for and minuting of meetings, some of which are scheduled to take place during evening time. Most work can be completed outside of meetings to suit the applicant's schedule. Own PC or laptop is essential.

Expected hours are approximately 24 across the school year with attendance to 6 meetings plus administrative work from home – usually term time only.

### **Key requirements:-**

- ✓ Reliability, efficiency and the ability to observe confidentiality requirements;
- ✓ The ability to provide excellent administrative support to the Governing Body and its committees and manage information in accordance with legal requirements;
- ✓ The ability to provide advice on governance, constitutional and procedural matters;
- ✓ To issue the agenda and supporting paperwork;
- ✓ Competence in note taking and timely production of accurate minutes;
- ✓ The possession of sound IT skills (specifically, the use of Microsoft Office, email and the internet);
- ✓ To be prepared to attend relevant training.

This job would suit a self-motivated individual keen to use their experience to help the ongoing development of a small nursery school with its smooth running and desire for constant improvement. Relevant experience working with committees and knowledge or interest in school governing boards is an advantage. Training and on-going support will be provided.

Parklands Nursery School is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS disclosure.

For an informal chat, or to arrange a tour of the nursery, please do not hesitate to contact the Nursery on 01604 642118.

Please email your application to [head@parklands-nur.northants-ecl.gov.uk](mailto:head@parklands-nur.northants-ecl.gov.uk) or by post to:-

Sarah Brooking - Head Teacher  
Parklands Nursery School  
Spinney Hill  
Northampton  
NN3 6DW

Closing date: 15<sup>th</sup> March 2018 Interview Date: 20<sup>th</sup> March 2018



## Parklands Nursery School Job Description - Clerk to the Governing Body

### **Main purpose of role is to:-**

- Provide advice to the governing body on governance, constitutional and procedural matters.
- 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

### **Main responsibilities and tasks are to:-**

#### **1. *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 body;
- Inform the governing body 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;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- Advises 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;

## **2. *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 to all governors and members of the committee within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

## **3. *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;
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the governing body;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the governing body on succession planning (of all roles, not just the chair)

## **4. *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 a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence;

- Ensure 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.

#### ***5. Personal Development***

- Undertake appropriate and regular training and development to maintain own knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.

The clerk may be asked to perform other tasks as may be determined by the governing body from time to time.



		<p>Clerks or its equivalent.</p> <ul style="list-style-type: none"> <li>✓ good listening, oral and literacy skills</li> </ul>	E	
<b>3</b>	<b>Experience</b>	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>✓ relevant personal and professional development;</li> <li>✓ working in an environment where experiences included taking initiative and self-motivation;</li> <li>✓ Working as a member of a team</li> </ul>	E	D
<b>4</b>	<b>Personal Attributes</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>✓ be a person of integrity;</li> <li>✓ be able to maintain confidentiality;</li> <li>✓ be able to remain impartial;</li> <li>✓ have a flexible approach to working hours;</li> <li>✓ be sympathetic to the needs of others;</li> <li>✓ have an openness to learning and change;</li> <li>✓ have a positive attitude to personal development and</li> <li>✓ have good interpersonal skills</li> </ul>	E	
<b>5</b>	<b>Special requirements</b>	<p>The clerk should:-</p> <ul style="list-style-type: none"> <li>✓ be able to work at times 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>	E	