



| Job Description   |                    |                      |                    |
|---|--------------------|----------------------|--------------------|
| <b>Job Title:</b>   | Clerk to Governors | <b>Department:</b>   | Admin              |
| <b>Salary:</b>  | Scale 5            | <b>Reporting to:</b> | Chair of Governors |
| Safer Recruitment Statement   |                    |                      |                    |
| Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  |                    |                      |                    |
| Vision Statement  |                    |                      |                    |
| <p><b>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</b></p> <ul style="list-style-type: none"> <li>● An exceptional 4-19 Catholic education and experience</li> <li>● Remove all barriers to excellence</li> <li>● Develop leadership at all levels</li> <li>● Provide an exceptional spiritual, physical, on-line environment.</li> </ul>   |                    |                      |                    |
| All Staff employed at Cardinal Newman Catholic School will:   |                    |                      |                    |
| <ul style="list-style-type: none"> <li>● Uphold and promote the school's Catholic vision</li> <li>● Support and contribute to the achievement of all students academically and pastorally</li> <li>● Support and contribute to our responsibility for safeguarding all students</li> <li>● Undertake professional training to enhance personal development and job performance;</li> <li>● Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection</li> <li>● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>● Share best practice, expertise and skills with others</li> </ul> |                    |                      |                    |
| Main Objectives of Role:  |                    |                      |                    |
| <p>To provide an efficient advice, research and information service on all procedures, policies, legislation and statutory requirements impacting upon effective governor decision-making.</p> <p>To provide efficient administrative support services associated with the effective operation of the governing body and committees - facilitating the effective planning, agenda management, minuting and follow-up of both physical and virtual meetings.</p>   |                    |                      |                    |

To develop effective working relationships with the Chair of the Governing Body, Chairs of Committees, Senior Leadership Team and external agencies and stakeholders, including the Local Authority and the Diocese of Arundel and Brighton.

**Principal Accountabilities:**

1. Maintain an overview of relevant legislation and statutory requirements, liaising with members of the Governing body, school, Diocese and Catholic Education Service, DfE and Local Authority and as appropriate and provide a consultancy and advice service on matters pertaining to the decision-making processes across the school.
2. Prepare the Governing Body agenda in consultation with the Chair of Governors, Chairs of committees and Headteacher, ensuring statutory and standard items are included on the agenda at the relevant meeting. Issue agendas, papers and notices of all governors' meetings, within the legal timescale and sufficiently in advance of meetings to allow pre-reading/pre-work to be completed.
3. Attend all full meetings of the Governing Body and other key committees/working groups as agreed with the Chair of Governors, and take accurate minutes of the meeting, to reflect clearly the discussions and decisions taken. Circulate draft minutes within an agreed timescale.
4. Administer the organisation and clerking for governor panels such as pupil discipline, staff grievance, dismissal and complaints as agreed with the Chair of Governors.
5. Maintain the minute book or file of signed minutes, records of all governing body meetings, current terms of reference, approved policies, the current Instrument of Government and other relevant documentation, at the school. Archive information at agreed periods. Ensure that the Newman governors Web site and electronic document store is kept current, and access to it monitored.
6. Liaise with the LA, Diocese and DfE as appropriate, on issues relating to school governance, in order to advise the governing body on relevant procedural matters and policy issues before, during and after meetings.
7. Ensure a high quality administrative and secretarial support service is available for the Chair of Governors and Committee Chairs as required.
8. Maintain an accurate record of attendance at meetings and acceptance of apologies. Record a schedule of governor visits to schools where required.
9. Maintain a database of current governors, including names, addresses, contact details, areas of responsibility, and membership of committees and terms of office, ensuring information is always accurate. Ensure governors have signed a declaration of eligibility and completed an annual declaration of pecuniary interests. Advise the LA promptly of any changes to governing body membership.
10. Liaise with the governing body/LA/Diocese when governors' terms of office are due to come to an end. Administer elections for new parent governors when required, overseeing the democratic process in line with government requirements.
11. Provide relevant information and support as agreed by the governing body, (including the Guide to the Law) for all new governors.

**All Staff employed at Cardinal Newman Catholic School will:**

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

| Person Specification                                      |  |
|---|--|
| <b>Job Related Education, Qualification and Knowledge</b> | <ul style="list-style-type: none"> <li>• A thorough understanding of legislation and statutory requirements affecting the decision-making processes in a school environment; or the ability to develop this knowledge base quickly.</li> </ul>   |
| <b>Experience</b>   | <p>Experience of minute taking at senior level meetings</p> <ul style="list-style-type: none"> <li>• Experience of providing a high-quality administrative support service at a senior level</li> <li>• Education to NVQ Level 2 or equivalent</li> <li>• Effective use of word processing, internet, email and other PC applications</li> </ul>   |
| <b>Skills and Abilities</b>                               | <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills, and the ability to deal with sensitive and confidential situations.</li> <li>• The ability to prioritise your own workload to ensure deadlines are met.</li> <li>• The ability to keep accurate and up to date records</li> <li>• The ability to research, interpret and provide advice on legislation and procedural matters</li> </ul> |
| <b>Equalities</b>   | To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.   |