



Job Description

Job title:	Clerk to Local Governing Bodies for Valley and Unicorn Primary Schools	
Reports to:	Head of Governance	
Responsible for:	Providing governance and a full clerking service to Governors of the school, ensuring adherence to all relevant legislation.	
Key Contacts:	Head of Governance Headteacher Chair of Governors	
Scale/FTE:	BR7 Point 22-25 (FTE £28,594 to £30,841) Actual £2,663.17 to £2,872.45	Hours: Part-time, term time, to support two schools in the Trust. Circa 12 meetings per year. Each meeting 2-3 hours, approx. 12 hours allocated for meeting and associated works. Average 2 hrs per week per school, 38 weeks

Job Purpose:

The Clerk to Local Governing Body is responsible for providing full clerking services to two schools' Local Governing Bodies (LGB). LGB meetings maybe held in the mornings or evenings. Some maybe virtual but some will be held face to face and the clerk will be expected to attend face to face meetings in person.

Summary of Responsibilities and Duties:

Clerking Service

- Ensure the LGB is properly constituted and quorate.
- Provide effective administrative support to the LGB, including raising agendas and supporting papers in liaison with the Headteacher, Chair of Governors and Head of Governance.
- Type draft minutes for the approval of Headteacher and Chair, ensuring agreed actions and due dates are clearly identified.
- Distribute reviewed draft minutes to all Governors (and Mosaic School Learning Trust as required) within agreed timescales.
- If requested, follow-up agreed actions with those responsible and update the Chair of
- Governors.
- Exceptionally, service additional meetings convened by Governors (e.g. working parties).
- Type correspondence on behalf of the Governing Body as required.

Membership

- Chair parts of relevant meetings where the Chair of Governors is elected.
- Maintain training records for members of the LGB.

- Keep an accurate record of Governors' attendance at meetings and, after consultation with the Chair, advise any Governor who is in danger of disqualification through non-attendance.

Governance

- Seek advice on how to keep LGBs abreast of all legal requirements, including developments within the education sector.
- 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.

Additional Duties

- Have regard to the need for confidentiality as appropriate and advise the Governors accordingly.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

Other responsibilities relative to this Role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade across the Trust.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager. Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

The post holder will need to meet the following **essential** criteria:

- A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately and being mindful of the sensitive nature of some discussions.
- Good time management and organisational skills, with the ability to meet deadlines in good time.

- A good standard of verbal communication and the ability and confidence to input during meetings when it is procedurally appropriate to do so.
- A high level of personal responsibility and confidentiality.
- A good record keeper.
- An effective team player.
- Fully conversant with IT, including the internet and MS Office. The post holder must have access to a PC and an internet connection at home.

It would be **desirable** for the post holder to meet the following criteria:

- Experience as a clerk within school governance.
- Knowledge of school governance procedures.
- Knowledge of educational legislation, guidance and legal requirements.

Date: March 2025