

# Minute Clerk

## Job purpose

The School Governors Service offers a comprehensive and coherent service to Governing Bodies and 2,800 Individual Governors. There are two arms to the service, the Training and Development Unit and the Clerking Service with a joint aim to support Governors in their three main roles: strategic direction to the school, critical friend, and accountability.

We have a commitment to deliver high quality advice and information on all matters of governance and to provide an efficient administration service.

You will provide a full and efficient administration working within the team responsible for ensuring a professional and responsive Clerking Service. Displaying a knowledge and understanding of School Government Regulations and associated legal requirements you will through the support of your manager and by attending briefing and training sessions be confident in advising and responding to requests from headteachers and chairs on all matters of School Governance at the meeting.

The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the chair of governors, and with the Head Teacher and other Governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

This role is a generic role across the Council, please see the job focus sheet for specific details. Find out more about [working for Kirklees](#).

## Key areas of responsibility

The provision of an effective, flexible, and responsive administration and minute clerking service in line with corporate and service standards.

Schools and academies across Kirklees are governed in accordance with the School Government Regulations, legislative and procedural requirements through the provision of a professional advisory and information service.

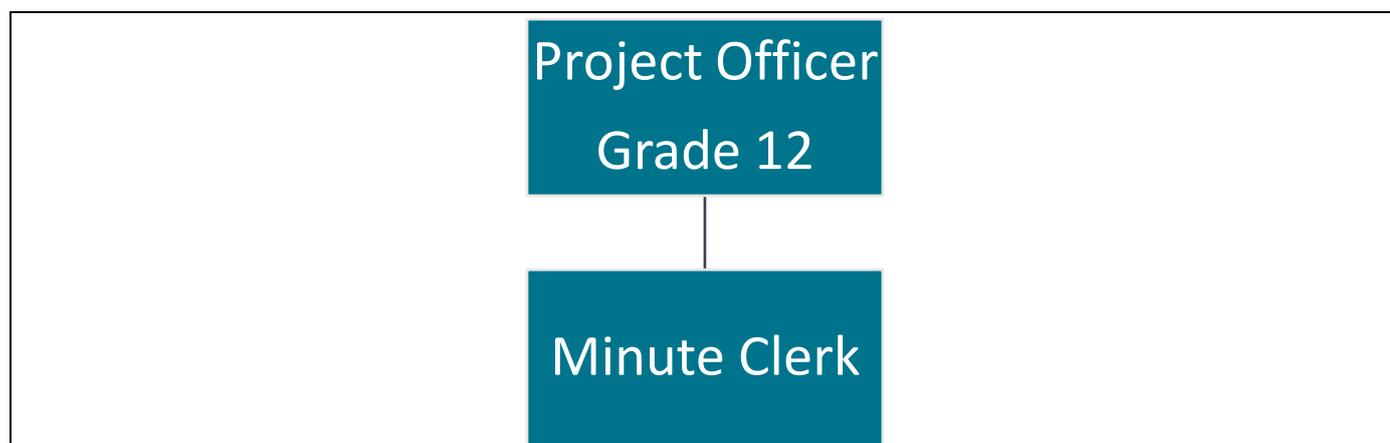
All documentation and correspondence associated with meetings of the Governing Bodies are accurately produced in compliance with statutory, procedural, and service requirements.

Schools and appropriate stakeholders are advised, and arrangements are in place regarding representations and constitutions of the Governing Bodies including appointments, terminations, and amendments to membership.

- record the attendance of governors at the meeting.
- advise the Governing Body on governance legislation and procedural matters where necessary during the meeting.
- take accurate notes of the Governing Body meetings to prepare minutes, including questions and answers and indicating who is responsible for any agreed action.
- record all decisions accurately and objectively with timescales for actions.
- following the approval of the minutes at the next meeting forward a copy to the LA and inform the Governing Body of any changes to its membership.
- chair that part of the meeting at which the chair is elected.
- advise the Governing Body on procedural issues.
- have access to appropriate legal advice, support, and guidance.
- submit minutes in the agreed format and timescale.

The Clerk may be asked to clerk some or all statutory and non-statutory Governing Body committees. This additional task will usually be negotiated at an extra cost.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
In depth knowledge and understanding of the application of School Government Regulations including legislative and procedural requirements <b>OR</b> the ability to gain this knowledge through appropriate training in order to support schools effectively.	Essential
Ability to take accurate notes of meetings, recording all decisions and actions accurately, and to produce minutes using a Word Processor.	Essential
Good basic education to GCSE (Grade C or above) or equivalent in English Language and Mathematics, or ability to produce work to this standard.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Word Processing skills to RSA Level 2 <b>OR</b> equivalent <b>OR</b> ability to produce work to that standard.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Business Support	Grading ID	20590
Job ID	80100233	Last Updated	May 2022
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked By	M Lunn		