

# KIRKLEES COUNCIL

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<b>DIRECTORATE:</b>	<b>Children &amp; Young People</b>
<b>SERVICE:</b>	<b>Learning &amp; Skills: School Governors Service</b>

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<b>JOB TITLE:</b>	<b>Minute Clerk</b>
<b>RATE:</b>	<b>£64.61 flat rate per session</b>

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## **ABOUT THE JOB**

The Learning & Skills Service has been established within the Children and Young Peoples Service to provide greater opportunities for integrated work, better communication and more coherence to improve outcomes for children and young people from 0-19 across Kirklees.

There are 195 schools across Kirklees. 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.

The Clerk will:

- 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

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agreed action;

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- 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.

## Outcomes

1. The provision of an effective, flexible and responsive administration and minute clerking service in line with corporate and service standards.
2. 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.
3. All documentation and correspondence associated with meetings of the Governing Bodies are accurately produced in compliance with statutory, procedural and service requirements.
4. 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.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

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**RESPONSIBLE TO:**            **Business Support Manager  
School Governor Service**

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**RESPONSIBLE FOR:**        **None**

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## JOB REQUIREMENTS

In order to be shortlisted for this job, you will need to demonstrate using examples in your application that you meet all of the requirements for the job as listed below. This may be demonstrated through knowledge, experience, skills, abilities, education, training, work and other activities. In your response you should describe the activity you have chosen to demonstrate how you meet each requirement, describe what happened and what the outcome was and how it relates to the job you are applying for.

### Specific requirements for this job

- a) In depth knowledge and understanding of the application of School Government Regulations including legislative and procedural requirements **OR** the ability to gain this knowledge through appropriate training in order to support schools effectively.
- b) Ability to take accurate notes of meetings, recording all decisions and actions accurately, and to produce minutes using a Word Processor.
- c) Good basic education to GCSE (Grade C or above) or equivalent in English Language and Mathematics, or ability to produce work to this standard.
- d) Word Processing skills to RSA Level 2 **OR** equivalent **OR** ability to produce work to that standard.

Your application will be assessed for accuracy and overall composition as part of the shortlisting process.

If you are shortlisted, you will be required to attend a full briefing session and will undertake shadowing in order for your skills to be assessed.

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. These will be tested as part of the selection process.

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

JD Reference No	
JD Prepared / Amended	Jan 2015: C Henderson, K MCCarthy, A Sahota
Refers to Estab(s)	

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