



Nottinghamshire County Council

Title Clerk to Governors	Department Children, Families and Young People	Post Ref.
Job Purpose To clerk governing body meetings		
Key Responsibilities <ol style="list-style-type: none">1. To attend governing body meetings as required by the Team Manager.2. To provide advice and guidance to governing bodies on a range of routine, professional, education, procedural and legal matters as required.3. To deal with all correspondence arising from a governors' meeting and to ensure that any follow up action is taken, within agreed timescales, record the attendance of governors at the meeting and take appropriate action re absences.4. To ensure that accurate draft minutes are produced within the agreed timescale and quality standard.5. To attend termly briefing meetings for clerks to governors and termly clerks in-service training days.6. To liaise with the business support officer, governors services, on all administrative matters relating to clerking of governing bodies.7. To keep up-to-date with correct educational developments and legislation affecting school governance.8. To inform the team manager of any matters of significance relating to governing bodies.		Key Accountabilities <ol style="list-style-type: none">1. To project a positive image of Nottinghamshire County Council and governor services to the public. To work in a collaborative manner with colleagues to support the main objective of schools in improving the quality of teaching and learning and the achievements of pupils.2. To identify opportunities for improvement in services and systems within the area of work undertaken to ensure both appropriate standards of care for the customer and the County Council's requirements in respect of quality and cost effectiveness are met.3. To use resources allocated efficiently, safely and responsibly within the area of work undertaken.4. To seek to develop skills to meet the requirements of the job and to respond flexibly to change to meet the planned business requirements of the department. To participate in, and contribute to, an effective performance management scheme, staff development and training opportunities.5. To act responsibly as a member of staff to establish the trust, confidence and support of managers and colleagues and to maintain effective working relationships with both. To contribute towards a working culture and environment which is effective, efficient, safe, considerate and supportive and which promotes equal opportunities6. To work with a set of agreed operational principles for the division.
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge 1. GCSE English language grades A-C or equivalent 2. Understanding of the importance of sound administrative procedures 3. An understanding of educational issues 4. The roles and legal responsibilities of a governing body 5. Equal opportunities issues and human rights legislation 6. Knowledge of governing body procedures	Personal skills and general competencies 7. Puts into practice the Council’s commitment to excellent customer care. 8. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 9. Works well with colleagues but also able to work on their own initiative. 10. Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.
Experience 11. Experience of working with an education service or with a local authority 12. Experience of attending formal meetings and an understanding of procedure	
Role Dimensions 13. High quality oral and written communication 14. Able to demonstrate good listening skills 15. Ability to work on own initiative and as a member of a team 16. Effective interpersonal skills, diplomacy, patience and the ability to advise on policy matters 17. The ability to take and produce accurate minutes 18. To be aware of the need for confidentiality 19. Organising time and working to deadlines 20. Familiar with IT packages including word processing 21. Transport/able to travel to meetings 22. An interest in educational issues in relation to schools and governing bodies 23. Attendance at day time training and briefing sessions and evening meetings 24. To be easily contactable 25. Positive attitude to personal development and training	

17.08.2016

Tier 7 – Frontline Roles

Please attach a structure chart