



PRIOR'S FIELD SCHOOL

Job Description for Clerk to the Governors (part time)

The position

In respect of the duties of Clerk to the Governors, the position holder reports directly to the Chair of Governors. The Clerk will liaise with the Bursar and other members of the SLT as necessary.

Specific responsibilities of the role include:

Compliance matters:

<ul style="list-style-type: none">Ensuring that policies are reviewed, revised and approved by the appropriate persons/committees at the appropriate times
<ul style="list-style-type: none">Monitoring legislative changes as they apply to independent schools and informing the Head and Bursar as appropriate and drafting updates for policies
<ul style="list-style-type: none">Checking and confirming that statutory accounts are filed on time with the appropriate bodies and signed copies are circulated as required
<ul style="list-style-type: none">Maintaining precedents file

Regulatory matters:

<ul style="list-style-type: none">Being the routine point of contact with the Charity Commission and Companies House
<ul style="list-style-type: none">Providing advice to the Chair of Governors and ensuring that the School complies with its obligations under the Companies Act and the Charities Act
<ul style="list-style-type: none">Ensuring that Governors' elections and re-elections are properly dealt with in accordance with the Articles of Association
<ul style="list-style-type: none">Ensuring that committee terms of reference are reviewed at appropriate intervals

Administrative matters:

<ul style="list-style-type: none">Providing pro-active administrative support for the effective functioning of the Governing Body to include the convening of meetings, preparation of agendas and papers, documents relating to the Governing Body e.g. biographies, committee lists, contact lists etc.; payment of expenses; corresponding with and advising the governors and the Chair

<ul style="list-style-type: none"> • Preparing Board and committee meeting schedules, ensuring that Governors are consulted to achieve maximum attendance at meetings
<ul style="list-style-type: none"> • Acting as Secretary for all meetings of the Governing Body and supporting committees, ensuring a clear and consistent format for all papers, actions, deadlines and minutes. Prior to such meetings, liaising with the Chair and Head/ Bursar to agree the agenda and procedure for the meeting
<ul style="list-style-type: none"> • Acting as Secretary to the Joint Negotiating Body between the school and recognised Unions.
<ul style="list-style-type: none"> • Co-ordinating, collating and circulating paperwork for all Governors' meetings in a clear and consistent format at least 7 days prior to the meeting. Taking the minutes of the meeting, ensuring that they are approved and circulated promptly
<ul style="list-style-type: none"> • Ensuring that reports and presentations requested by Governors are produced as required, following up with people where necessary
<ul style="list-style-type: none"> • Synthesising and analysing information provided and presenting them to the Governors with recommendations where applicable
<ul style="list-style-type: none"> • Organising and co-ordinating Governors' visits to the school for lesson observations, staff meetings, concerts, plays and events such as Speech Day, ensuring the Governors have advance notice of any such events
<ul style="list-style-type: none"> • Maintaining: <ul style="list-style-type: none"> ○ the School's statutory registers ensuring that changes to the Governing Body are notified to the relevant bodies as appropriate ○ One Drive ensuring that information is up to date, accurate and accessible ○ a record of attendance at meetings ○ the Governor's training log ○ conflict of interests register, ensuring that it is kept up to date and that the annual related party questionnaire is completed as appropriate.
<ul style="list-style-type: none"> • Maintaining and administering the process for identifying, interviewing and appointing governors
<ul style="list-style-type: none"> • For all new appointments to the Board of Governors, arranging checks of formal identity, right to work in the UK, DBS and related formalities in advance of their start date
<ul style="list-style-type: none"> • Ensuring Governors diaries are always kept up to date
<ul style="list-style-type: none"> • Organising appropriate departure formalities for those governors leaving the Governing Body e.g. letter of thanks or a social event for those with long and distinguished service
<ul style="list-style-type: none"> • Designing and delivering the Governor induction programme
<ul style="list-style-type: none"> • Organising and making arrangements for any panels that may be required from time to time to hear appeals or to deal with complaints

<ul style="list-style-type: none"> Keeping Governors informed regularly of available training courses (including e-learning) and arranging for their enrolment on them
<ul style="list-style-type: none"> Providing administrative support on the processes for appointment of Head and Bursar when the need arises

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field 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

	Essential	Desirable
Experience and qualifications		
Previous experience in a similar role	x	
Proficient and experienced user of the key components of the MS Office Suite (training will be provided for the specialist software)	x	
High standard of written English, excellent proof-reading skills and a strong eye for detail	x	
Understanding of the UK independent education industry		x
Previous work experience in a UK independent school with a boarding element		x
Knowledge of GDPR	x	
Skills and competencies		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Strong communication skills, both oral and written, and customer focus – excellent telephone manner	x	
Strong organisational and planning skills	x	
Effective time management skills and the ability to multi-task and prioritise work	x	

Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard	x	
Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary	x	
Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly	x	
Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious	x	
Good work attendance record	x	
Personal qualities		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
An aptitude for and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
A passion for the transformational impact of education and an empathy with the school's aim and vision	x	

Terms of employment

Salary <ul style="list-style-type: none"> Dependent on experience
Hours <ul style="list-style-type: none"> 15 hours per week (working pattern to be agreed) Term time only
Benefits <ul style="list-style-type: none"> Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.

- Staff have access to school facilities such as the gym and swimming pool.
- Free on-site parking is available.
- Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use
- Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff
- Cycle to work scheme
- Generous contributory defined contribution pension scheme
- Staff fee discount of 50% FTE (eligible after passing probationary period)
- Access to 24-hour counselling helpline
- The school supports professional development and training will be provided in specialist areas

Conditions

- The position is subject to DBS certification and satisfactory references being obtained