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| SERVICE: Governor Services |

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| **JOB DETAILS:** |  |
| **Job title:** |  Casual Clerk (Governor Services)  |
| **Grade:** |  Grade 2C  |
| **Directly responsible to:** |  Governor Services Manager |
| **Directly responsible for:** | N/A |
| **Hours of duty:** | Casual: You need to be available to attend governing boards meetings in schools that are usually held at the close of the school or in the early evening and be able to type up minutes at home. |
| **Primary purpose of the job:** |  |
| The casual clerk position is to support the Governor Services team attending by governing board meetings as the clerk to the meeting, advising the governing board and writing the minutes of the meeting.  |

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| **Main Duties and Responsibilities/Accountabilities:** |
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| **This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the commitment** |
| 1. | You would act as clerk to the governors in person at governing board meetings to support the governors to have effective meetings, take the notes of the meeting and type up the minutes in a professional format. At the meeting you would be representing the Governor Services team, presenting Local Authority (city council) reports and advising on governance procedures and good practice.  |
| 2. | You would type up the minutes of the meetings and email them to the Governor Services team within 10 working days and inform Governor Services if the governing board had any queries they needed help with.  |
| 3. | There is an expectation that you attend a briefing session each school term and a training session, both of which would last one hour. |
| **Review Arrangements:** |
|  | The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. |
| **Date Job Description prepared/revised** | May 2017 |
| **Prepared by :** | Liz Wright  |
| **Agreed by Postholder :** |  |

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| **Job title** | **Grade** | **Team** | **Directorate** |
| Casual Clerk (Governor Services) | 2C | Governor Services  | Children’s Services |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

**Note to applicants**: Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
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|  | The ability to form a professional working relationship with chairs of governors, headteachers/principals, school governors, other clerks and school governors at governing board meetings. | A/I |
|  | Good communication skills and the ability to write high quality, formal meeting minutes and quality assure minutes to a standard that stands up to professional and public scrutiny (including English to GCSE Level Grade C or equivalent) | A/I/C/T |
|  | Excellent organisation and planning skills to be able to meet the 10 working day deadline for returning the meeting minutes to the Governor Services team. | A/I |
|  | The ability to be able to recognise when matters are of a sensitive and confidential nature and operate in a way that preserves confidentiality when required. | A/I/ |
|  | IT skills including access to and use of email, Word and the internet. | A/I |
|  | A commitment to undertake training for the role as necessary. | A/I |
|  | To be able to work flexible hours, as majority of governing body meetings are held outside normal office hours. | A/I |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Experience of working in schools and knowledge of school governance. | A/I |

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| **Completed by** | **Date** | **Approved by** | **Date** |
| **Liz Wright** | **May 2017** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**.**