

# PERSON SPECIFICATION

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
|  | Knowledge and ExperienceExperience of taking minutes of meetingsExperience of working in a school environmentKnowledge of governing body proceduresExperience of maintaining and manipulating computerised and/or hard copy data/information | ✓✓ | ✓✓  |
|  |  Skills Able to use Microsoft OutlookClear Written and verbal communicationAble to work to targets and meet deadlinesAble to work as a member of a teamAbility to work on own initiativeFlexible in working arrangements and practicesWillingness to undertake relevant trainingMaintain confidentialityAble to understand and assimilate new information (eg legislation, policy, etc.) and translate this into procedural advice. | ✓✓✓✓✓✓✓✓ | ✓ |



# GOVERNING BODY CLERK - PERSON SPECIFICATION - QUESTIONS

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
|  | Knowledge and ExperienceDescribe your experience of taking minutes at meetingsDescribe your experience of maintaining and manipulating computerised and/or hard copy data/information | ✓✓ |  |
|  |  Skills How do you deliver clear Written and verbal communicationHow do you work to work to targets and meet deadlinesHow will you work as a member of a teamDescribe your ability to work on your own initiativeDescribe your Flexibility in working arrangements and practicesDescribe your willingness to undertake relevant trainingDescribe how you will maintain confidentiality | ✓✓✓✓✓✓✓ |  |

# JOB DESCRIPTION

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| Post Title: GOVERNING BODY MEETING CLERK |
| Department: DEPARTMENT FOR CHILDREN, YOUNG PEOPLE AND CULTURE | Establishment/Post No:  |
| Division/Section: GOVERNOR SUPPORT | Post Grade: Grade 4 |
| Location: 3 Knowsley Place, Duke Street, Bury  | Post Hours:  |
| Special Conditions of Service: Attendance at evening meetings. |
| Purpose and Objectives of Post:To clerk meetings of school governing bodies and to ensure an efficient and effective service is provided. |
| Accountable to: Executive Director for Children, Young People & CultureStrategic Lead – Schools, Academies and CollegesGovernor Support Co-ordinator |
| Immediately Responsible to: Governor Support Co-ordinator |
| Immediately Responsible for: none |
| Relationships: (Internal and External) Staff within the Department for Children, Young People and CultureSchool GovernorsSchool staff – Headteachers, teachers and non-teaching staff |
| Control of Resources:To ensure correct use of all office equipment including computers.  |

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| Duties/Responsibilities:* Attend termly governing body meetings; generally meetings are held in the evening.
* Compilation of agendas and supporting papers for distribution to governors to ensure they are received 7-10 days before the meeting.
* Make up of meeting packs, ensuring all relevant items are enclosed.
* Take notes of the governing body meetings to prepare minutes and, including indicating who is responsible for any agreed action.
* Ensure that all decisions are recorded accurately and objectively, within timescales for action.
* Type and email minutes of governing body meetings within 7 days of the date of the meeting to the Governor Support Co-ordinator for checking and marking of relevant items that need reporting back.
* Record the attendance of governors at meetings.
* Ensure that governors signed the Pecuniary Interests and Registration of Business Interests books.
* Advise governors on governance legislation and procedural matters where necessary; respond to a range of enquiries, either directly or in more complex cases refer to the Governor Support Co-ordinator.
* Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
* Observe confidentiality on all issues – ensure secure handling of confidential data and information to comply with Council Policy and the Data Protection Act.
* Attend termly clerks’ briefings and necessary training.

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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) |
| Job Description prepared by: | Sign: Elma Knowles | Date: 28/09/10 |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |

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The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.