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| **Department** | **Department of People Services** |
| **Job Title** | Minute Clerk – Governance Services |
| **Grade** | Grade 5 |
| **Primary Purpose of Job** | To minute meetings related to maintained school and academy trust board meetings. These meetings usually take place after 5pm and last for approximately 2 hours. |
| **Reporting To** | Senior Governance Support Officer |
| **Staffing Responsibilities** | None |

**Main Duties**

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| **1** | To attend, provide administrative support and take notes in order to prepare minutes of school governing board and academy trust meetings, as per the Service Level Agreement and working practices of the service |
| **2** | To be responsible for maintaining records at meetings, including membership information, attendance and current terms of reference and memberships of committees, working parties and nominated Governors. |
| **3** | To develop and maintain an up to date knowledge of school and academy governance procedures as well as a general understanding of educational terminology |
| **4** | To relay updates and information related to governance procedure throughout meetings where appropriate. |
| **5** | To attend termly briefings and undertake general team development as required in order to keep abreast of current matters affecting governance and to undertake the role effectively. |
| **6** | To relay requests for further advice and support to relevant officers within the service. |

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| **Date Job Description prepared/updated:** | **1 March 2017** |
| **Job Description prepared by:** | **John Ashworth, Governance Services Manager** |

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| **Department** | | | | **Department of People Services** | | |
| **Job Title** | | | | Minute Clerk – Governance Services | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Good written and verbal skills which demonstrate an ability to communicate and present information effectively. | | | | | Application Form/Interview/Test |
| 2. | Ability to demonstrate good organisational skills. | | | | | Application Form/Interview |
| 3. | Ability to present information with confidence to a group of people and to intervene where appropriate. | | | | | Interview process |
| 4. | To be approachable and flexible in delivering services to customers. | | | | | Application Form |
| 5. | Ability to work on own initiative alone and outside normal working hours without management support. | | | | | Interview |
| 6. | Ability to listen to and accurately record the proceedings of formal meetings in order to prepare minutes. | | | | | Application Form / Interview |
| 7. | Awareness of the need to maintain confidentiality where necessary. | | | | | Application Form/Interview |
| 8. | To act with professionalism and integrity in undertaking the role. | | | | | Interview |
| 9. | Ability to remain calm in conflict situations and to work accurately under pressure. | | | | | Interview |
| 10. | To be competent in administrative functions including minute taking and word processing. | | | | | Application Form |
| 11. | Ability to use computer software within the windows package e.g. Word, Outlook etc. | | | | | Application Form |
| 12. | To have a keen interest in the role and to undertake self-development and research to maintain knowledge base. | | | | | Application Form / Interview |
| 13. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | An understanding of the role of school and academy governance. | | | Application Form | |
| 2. | | Experience of working in an administrative and/or educational environment. | | | Application Form | |
| 3. | | Recent experience of taking notes in order to prepare professional minutes of meetings. | | | Application Form | |
| 4. | | Evidence of continuous professional development | | | Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to work evenings. | | | Application Form/Interview | |
| 2. | | Travel to schools throughout the Borough will be required. | | | Interview | |
| 3. | | Ability to work from home and have own personal computer with Microsoft Word package. | | | Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Knowledge of regulations and legislation relating to school and academy governance. | | Application Form/Interview |
| 2. | Knowledge of Local Authority and Children’s Services policies and procedure | | Application Form/Interview |
| 3. | An understanding of current educational or management issues affecting schools and local authorities | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Certified under the National Clerks Development Programme. | | Application Form/Interview |
| 2. | Minimum of 4 GCSE’s, grades A-C, or equivalent, including English Language. | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **1 March 2017** |
| **Person Specification prepared by:** | **John Ashworth, Governor Services Manager** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.