

Job Description

Clerk to the Local Governing Body and Regis Community Arena Limited Board



The Clerk to the Local Governing Body (LGB) and Regis Community Arena Limited (RCAL) Board will be accountable to both the LGB and RCAL Board, working effectively with the:

- Chair of Governors, Principal and other Governors;
- Chair of the RCAL Board and other RCAL Board members.

He/she will secure the continuity of governing body and RCAL Board business and observe confidentiality requirements.

The Clerk will also be responsible for clerking the following LGB Committees:

- Standards Committee;
- Student Services Committee.

With regards to LGB and Committee meetings, the Clerk will:

- Work effectively with the Chair of the LGB, Committee Chairs and Principal before the LGB and Committee meetings to prepare an agenda;
- Produce, collate and distribute the agenda and papers by e-mail and hard copy to ensure Governors receive them 7 days before the meeting;
- Record attendance and take action regarding absences;
- Prepare minutes of LGB meetings and committee meetings, indicating who is responsible for any agreed action;
- Record decisions accurately and objectively with timescales for action;
- Submit drafts to the Chair and Principal for amendment/approval;
- Keep a record of minutes produced;
- Maintain records of the LGB correspondence;
- Advise the LGB on procedural matters;
- Ensure that meeting rooms are booked and appropriate refreshments provided.

With regards to the RCAL Board, the Clerk will:

- Work effectively with the Chair of the RCAL Board to prepare an agenda;
- Produce, collate and distribute the agenda and papers by e-mail and hard copy to ensure Board members receive them 7 days before the meeting;
- Record attendance;
- Prepare minutes of the RCAL AGM and Board Meetings, indicating who is responsible for any agreed action;
- Record decisions accurately and objectively with timescales for action;
- Submit drafts to the Chair for amendment/approval;
- Keep a record of minutes produced;
- Maintain records of RCAL Board correspondence;
- Ensure that meeting rooms are booked and appropriate refreshments provided.

In terms of membership of both the LGB and RCAL Board, the Clerk will:

- Maintain a database of names, addresses and category – LGB/RCAL;
- Maintain copies of current terms of reference and membership of committees and working parties - LGB;
- Advise of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner – LGB;
- Inform United Learning of any changes to membership – LGB;
- Maintain a register of Pecuniary Interests which is to be reviewed annually and lodged within the school – LGB.

The Clerk may be asked to perform as part of their duties any of the following:

- Assist with elections – LGB;
- Advise and support Governors on new roles – LGB;
- Participate in and contribute to the training of Governors in areas appropriate to the clerking role – LGB;
- Prepare briefing papers as necessary – LGB/RCAL;
- Help to produce annual calendar of meetings and the cycle of agenda items – LGB/RCAL.
- Maintain archive materials;

PERSON SPECIFICATION CLERK TO LOCAL GOVERNING BODY (LGB) AND REGIS COMMUNITY ARENA LIMITED (RCAL)

Skills, knowledge and aptitudes

Essential criteria:

- Good listening, oral and literacy skills;
- Ability to organise time and work to deadlines;
- Record keeping, information retrieval and dissemination of data/documentation;
- Writing agendas and accurate concise minutes;
- ICT including keyboard skills.

Desirable criteria:

- Organising meetings;
- Using the internet to access relevant information;
- Knowledge of Governing Body and Board procedures;
- Knowledge of educational legislation, guidance and legal requirements - LGB;
- Knowledge of the respective roles and responsibilities of the LGB, Principal and RCAL Board;
- Knowledge of Data Protection legislation.

Qualifications and training

Essential criteria:

- To attend appropriate training and development.

Experience

Desirable criteria:

- Evidence needed of similar work, e.g. as a Committee Clerk, PA, Secretary etc;
- Evidence of relevant personal and professional development;
- Evidence of working in an environment where experiences included taking initiative and self-motivation;
- Evidence of working as a member of a team.

Personal attributes

Essential criteria:

- Person of integrity;
- Ability to maintain confidentiality;
- Ability to remain impartial;
- Have a flexible approach to working hours;
- Have an openness to learning and change;
- Have a positive attitude to personal development and training;
- Have good interpersonal skills.

Special requirements

Essential criteria:

- Ability to work at times convenient to the Local Governing Body and RCAL Board, including evenings;
- Ability to travel to the meetings;
- Available to be contacted at mutually agreed times.