

Job Description: Clerk to Governors

Reports to: Regional Governance Officer

Location: Home based with regular travel to schools in Birmingham. The successful applicant will also be required to travel to the central offices near White City, London, for termly all-team meetings (estimated at three times per year)

Contract: 12 months fixed term

Pattern: Part Time – 7.5 hours per week on average, term -time only (39 weeks)

Salary: £24,000 to £28,000, pro rata to circa £4,196 to £4,896 per annum

About the role:

As Clerk to Governors, you will coordinate the effective functioning of Local Governing Bodies (LGBs) for two Ark schools based in Birmingham, as well as clerking and supporting on governor review panels across Ark Schools in Birmingham. This will be undertaken by providing:

- Administrative and organisational support
- Guidance to ensure Boards and Panels operate within regulatory frameworks (internal and external)
- Advise on procedural matters for the operation of Boards and Panels

Key Responsibilities:

Effective meeting administration

- With the Chair and Principal, prepare focused agendas for all meetings
- Liaise with those preparing papers to make sure they are distributed on time and in-line to network-wide standards
- Monitor attendance and take appropriate action in relation to absences
- Attend all meetings and take detailed minutes that accurately reflect the meeting, discussion and decisions
- Draft formal minutes and liaise with the Chair and Principal to review prior to final approval by the Board/Panel
- Ensure all papers and final minutes are filed and accessible on internal systems.
- Maintain and update internal systems, including school websites, to provide accurate and timely information that complies with internal and statutory guidance
- For LGBs:
 - Coordinate the annual meeting schedule and agenda planner, in discussion with the Chair, Principal and Central Governance Team
 - Track annual governor attendance and alert any issues or concerns to the Regional Governance Officer
- For Governor Review Panels:
 - Coordinate Governor Review Panels within statutory procedure and timeframes
 - Liaise with those preparing papers/evidence, including parents and external representatives, to make sure they are distributed within statutory timeframes.
 - Draft decision/outcome letters on behalf of governors, liaise with the Chair to finalise and circulate to relevant parties within statutory timeframes

Board/Panel Membership and Governor Support

- Administrative support to the Regional Governance Office for governor recruitment and induction
- Maintain up-to-date membership and training records on internal systems
- Coordinate current governors' membership checks to ensure continued compliance with internal and external requirements (e.g. Safeguarding, DBS checks, annual Declarations of Interest etc.)
- Keep governors up to date with training and development opportunities across the Ark Schools network

Provide local governance advice and guidance

- Support and advise the Board/Panel as necessary to ensure compliance with internal and external frameworks
- Advise Principals, governors and parents/external representatives on statutory procedure for governor panels, including Exclusions and Complaints Panels
- First point of contact for governance queries from Principals and local governors, in discussion with the Central Governance Team as needed

Other

- Attend and contribute to half-termly team meetings with the wider Governance Team at Ark's Central Offices near White City (three meetings held in person, and three remotely via MS Teams)
- Engage in relevant training and development as appropriate, including annual performance management
- Undertake any other reasonable tasks relating to school governance as requested by the Regional Governance Officer or Director of Governance
- Please note the role is term time only, with 7.5 hours per week on average. There will be some weeks/terms busier than others, for example when the LGB meeting cycles are running, and other weeks that will be quieter. The LGB meetings are held in the evenings as well as the daytime, therefore the successful candidate will be required to attend the scheduled LGB meetings at these times

Person Specification: Clerk to Governors

Qualifications

- English and Maths GCSE, or equivalent, at grade 5 or above (essential)
- Qualification in Clerking to Local Governors (desirable)

Knowledge & Skills

- Experience of accurate minute taking in a formal setting (essential)
- Experience of governance in a school and/or corporate environment (desirable)
- IT literate and competent using MS Outlook, Word and Excel (essential)
- Advanced IT skills with experience of Microsoft 365, GovernorHub and/or GIAS (desirable)
- Experience of working with a range of stakeholders (essential)
- Excellent communication skills (written and verbal) with the ability to foster relationships (essential)
- Experience interpreting and explaining guidance/policy (desirable)

Personal Characteristics

- Self-motivated and able to work with remote supervision
- Excellent time-management skills and ability to manage multiple workloads
- Proactive, organised and flexible to ensure deadlines are met when reliant on others for information
- Diplomatic and professional approach with the ability to be assertive, as appropriate
- Highly trustworthy and able to maintain confidentiality at all times
- An understanding of Ark School's mission and how this role fits into it
- Commitment to the safeguarding and welfare of pupils

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check
- Boards and panels meet at various times throughout the day and evening during the school term (Monday – Friday). The Clerk must be available to prepare for and attend all meetings in the academic year
- This post will require attendance at Ark's central office near White City for meetings, essential training and supervision. The Clerk must attend these events

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).