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**JOB DESCRIPTION**

**Job Title: Clerk to Governors**

**Department: Finance**

**Responsible to: Chair of Governors**

**Job Purpose:**

The role of Clerk to Governors is extremely important. The Clerk is directly responsible to the Chair of Governors, and the two will communicate regularly regarding the operation of the Governing Body, and the Clerk will work with the Chair to improve the quality and efficiency of governance.

**Key Tasks and Responsibilities:**

* Ensuring that governance is carried out in accordance with the Governing Instrument for the school with particular reference to:
* Size & membership of the Governing Body,
* Retirement of existing governors & appointment of new governors,
* Regularity of meetings,
* Maintaining a record of attendance at meetings,
* Maintaining relations with nominating bodies,
* Ensuring the appointment of office-holders,
* Ensuring that decisions are made, and recorded, in accordance with governing protocols,
* Ensuring that the Governing Instrument still meets the needs of the school and advising the Governing Body of appropriate or necessary amendments.
* Preparing, reviewing and updating additional governance protocols:
* Identification of Committees and Working Groups,
* Ensuring that appropriate terms of reference exist for Committees and Working Groups (normally prepared by their Chairs and ratified by the full Governing Body),
* Recording membership and Chairmanship of Committees and Working Groups,
* Ensuring appropriate reporting structures from such Committees to the full Governing Body,
* Ensuring that clear rules exist to determine the decision-making authority for Committees etc.
* Providing timely advice and guidance to the Governing Body.
* Attending all Governing Body meetings, either in person or remotely.
* In partnership with the HR team, conducting for all new governors, on behalf of the Chairman of Governors:
* Formal identity checks,
* Right to work in UK checks,
* DBS disclosure check or equivalent,
* Registration with Companies House as a Director and a Trustee with the Charity Commission,
* Completion of deed of covenant, declaration of responsibilities, or similar document.
* Regularly assess, design and implement induction procedures and training of new governors.
* Organising agreed and appropriate training for all governors, as agreed by the full Governing Body, and recording such training.
* Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school:
* Arranging regular training and updating for governors in these areas’
* Ensuring that the systems through which school leaders report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities.
* In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity Commission and Companies House.
* Ensuring the efficient functioning of governance:
* Communication with governors between meetings
* Maintaining & updating the governors' area of the school website
* Preparing & circulating timetables of meetings of the full Governing Body & its committees
* Preparing & circulating agendas for meetings of the full Governing Body & its Committees
* Ensuring satisfactory circulation of pre-meeting papers
* Taking appropriate minutes of these meetings and ensuring the prompt circulation of these minutes
* Overseeing occasional audits of governance (either internal or external), as instructed by the Chair
* Providing a communication statement from the Chair after each board meeting for circulation to all staff.
* Administering a dynamic list of in-progress and outstanding actions from the Full Governing Body and Committees, liaising with action owners as appropriate.
* Maintaining and enhancing the online library of information on Teams for all governors and Executive Officers.
* Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix and advising the Chair accordingly.
* Ensuring regular communication take place with the Finance and Operations Director and his/her team as appropriate
* Liaising with the offices of the British Jesuit Province as required, in particular, the Provincial and the Delegate for Education.
* Following instructions from the Governing Body regarding routine appraisal of the Heads and the Finance and Operations Director.
* Following instructions from the Governing Body regarding processes for the appointment of the Heads or Finance and Operations Director when the need arises.
* Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).
* Maintaining full and appropriate records of all governance activity.

# PERSON SPECIFICATION

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| **Requirement** | **Skill** | **Essential/**  **Desirable** |
| **Training & Experience** | Company Secretary or Corporate Secretariat professional qualification or good experience  Or  Legal professional qualification or good experience  Experience of Governance in Schools or similar institution    Independent schools experience    Understand and work in compliance with Child Protection and Safeguarding legislation and policy (training will be provided)    Attendance at the National Training Programme for Clerks or equivalent | E  E  D  D  D  D |
| **Skills Knowledge & Understanding** | Good listening, oral and literacy skills    Diplomacy and ability to involve all key stakeholders as relevant    Ability to write agendas and accurate concise minutes  Proficient computer skills  Excellent organisational and administration skills with meticulous attention to detail    An understanding of the line between executive management and governance    Knowledge of procedures and practices for a school governing body    Knowledge of roles and responsibilities of the Board and senior management team and an ability to develop and maintain positive relations with both groups  Developing and maintaining contacts with outside agencies    Knowledge of relevant educational laws and guidance    Knowledge of equal opportunities and human rights legislation    Knowledge of data protection legislation | E  E  E  E  E  E  D  D  D  E  E  E |
| **Personal Attributes** | Integrity    Be able to maintain and understand the importance of strict confidentiality    Be sympathetic to the needs of others    Be supportive and understanding of the needs of Governors, the Heads and the Finance and Operations Director    Have an openness to learning and change    Have a positive attitude to personal development and training    Have excellent interpersonal skills  Have a highly developed awareness of the responsibilities of working in an environment with young people. | E  E  E  E  E  E  E  E |

***Stonyhurst and Stonyhurst St. Mary’s Hall are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

***The successful candidate will be subject to an enhanced DBS check.***