

Isle of Anglesey County Council Job Description

Job Title: Clerk for School Governing Body

Department: Learning Service

Section: Ysgol Talwrn

Salary Scale: £400 per annum

Position in the Establishment

Accountable to: The Chairperson of the school's Governing Body

Responsible for:

Staff: No

Finance: No

Other: No

Purpose of the Post:

Provide administrative assistance to the school's Governing Body

To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Key Tasks/Main Responsibilities:

- Agree beforehand with the Chairman and the Headteacher on the contents of agendas for governor and sub-committee meetings.
- Prepare and send agendas of meetings to each member of the governing body and the Local Education Authority 7 days before the date of the meeting. Copies of the Headteacher's reports, the minutes of the previous meetings and any other relevant documents should be enclosed with the agendas.
- Attend the meetings of the full governing body and the statutory sub-committees taking appropriate minutes.
- Produce and send draft copies of the minutes to the Chairman and Headteacher before creating a final version to be distributed to each member of the governing body and the Local Education Authority.
- Record governors' attendance in meetings, contacting the Local Education Authority to receive advice about any governors who are in danger of being removed due to lack of attendance.
- Keep a record of each governors term of office contacting the Local Education Authority on occasions when the term of office comes to an end, or when there are resignations.

- Correspond on the governing body's behalf according to need and act on the governing body's resolutions.
- Ensure that there is an adequate quorum, as regards membership of the governing body, present in each meeting when decisions need to be made.
- Keep in order minutes, correspondence and other documents in relation to work of the governing body. Ensure that there are copies of minutes of the meetings (excluding confidential matters) available to be inspected at the school through arrangement with the Headteacher.
- Ensure a copy of the Annual Report for every parent, as well as attend the Annual Meeting for Parents keeping appropriate minutes.
- Any other reasonable duty at the governing body's request.

Work arrangements

Working week:

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Location:

Ysgol Talwrn

Language Requirement

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick one)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
English Language Skills (Please see the skills framework attached)						
Listening (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input checked="" type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

Flexibility:

Your attention is drawn to the fact that in some cases, particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept levels of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Review:

The job description is issued in November 2008 and will be reviewed regularly as part of individual and organisational development and performance review and may be subject to variation.

Person Specification

Job title: Clerk for School Governing Body

Date: November 2008

Section 1: Education & Training

The minimum education, qualifications and/or training required for effective performance.

Essential:

3 GCSE's grade C or above or equivalent qualification.
Good numeracy/literacy skills.

Desirable:

Qualification in Administration.

Section 2: Experience

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

Essential:

General administrative experience including experience of producing minutes of meetings.
Up to date knowledge of a wide range of computer systems.

Desirable:

Experience of working effectively and successfully in an office.

Section 3: Key Qualities

Job specific knowledge and skills critical for effective performance in post.

Essential:

Respect for confidentiality.

The ability to reach targets within time limits.

Desirable:

Section 4: Personal Attributes

Personal values and characteristics which should demonstrated.

Essential:

Effective communication skills, orally and in writing in Welsh and English.

Organised and enthusiastic.

Desirable:

Section 5: Personal Circumstances

Requirements which, if not met, could place constraints on effective performance.

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision