



ROLE SPECIFICATION:

JOB TITLE: Clerk to the Governors

RESPONSIBLE TO: Chair of the Governors

Context

Winstanley College employs approximately 200 staff and has approximately 2000+ students, primarily studying A-Level courses.

Key Responsibilities/Main Duties

- Advising the Governing body and its committees on the proper exercise of their powers and on the application of the education acts and other laws affecting it work.
- In consultation with the Chair and Principal, planning the forward programme of meetings of the Governing Body and its Committees, identifying the items to be considered at those meetings and liaising with those members of staff or governors preparing papers for forthcoming meetings.
- Summoning meetings and preparing and dispatching agenda and papers for Governing Body and Committee meetings.
- Either in person, or by delegation to a named individual, attending all meetings of the Governing Body and its Committees, giving advice on procedure at such meetings and preparing draft minutes of the proceedings.
- Acting as correspondent for the Governors.
- Giving administrative support to the Chair of Governors, to Chairpersons of Committees and to individual governors as required.
- Ensuring compliance with Governing Body regulations as regards public access to governors' papers.
- Making arrangements for safe custody of the official record of the Governing Body's business and maintaining a record of outstanding business.
- Drawing up for approval and keeping under review, standing orders for the conduct of business of the Governing Body and its Committees.
- Maintaining a record of the membership of the Governing Body, notifying it of any vacancies, making arrangements for staff, student and parent elections and assisting the Governing Body when recruiting governors.
- Maintaining an attendance record of Governors, notifying any Governors whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
- Maintaining a code of conduct for the Governing Body and a register of the financial and personal interests of governors and advising governors on declarations of interest.
- Administering any scheme for the reimbursement of governors' expenses.
- In conjunction with the college or outside agencies, facilitating induction and training programmes of governors.
- Taking appropriate action if and when the Governing Body, its Chair or one of its Committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
- To perform other duties as may from time to time be necessary.

General Requirements

- Undertake such other duties as reasonably correspond to the general character of the post.
- Meet the changing demands of the role as needed.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity to help ensure everyone has equal access to the services of the College and feels valued, respecting their social, cultural linguistic, religious and ethnic background.



- Contribute to the College ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Attend governing body (and sub-committee) meetings as required.
- Contribute, as part of the senior management team, to the strategic direction of the College
- Deliver any appropriate staff and governor training.
- The College reserves the right to amend any job description, in consultation with the employee, to reflect changes in the duties of the post.

It is expected that the post holder works flexibly to meet the needs of the College and attends senior team meetings and other meetings as requested.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Other

- Winstanley College is committed to safeguarding and protecting the young people that we work with. As such, all posts are subject to the 'Safer Recruitment' process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College.
- The College is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Terms and conditions

Hours of work: Average of 25 hours a week (negotiable) over 39 weeks

Salary: Starting salary £47,642.40 per annum, pro rata; actual: £29,122.52 per annum.

Notice Period: 3 months

Further terms and conditions are specified within the contract of employment.

Duties and Hours During College Closure

Duties, hours, and location of work may be different during term holiday periods in accordance with College requirements. You may therefore be required to carry out additional/alternative tasks within the scope and range of the position.