
Your job

Job Title: Governing Body Clerk

Service: Education

Grade: 6

Reporting to: Senior Clerk

The governing board contribute to the strategic leadership of the school by holding the senior leaders to account for standards in our schools and professional clerking plays a pivotal role in this function. You will provide efficient governance advice and administrative and clerking support to school and academy boards and establish strong working relationships with the Chair of the Board, the Headteacher and the Board members of your assigned schools, your aim being to establish a relationship based on mutual respect and trust.

You will prepare and despatch letters of invitation, agendas, and the background papers for all the meetings within the appropriate statutory time scale.

You will attend and write the minutes of all the meetings of your assigned group of governing boards as defined in the Service Level Agreement.

You will have a flexible approach to the role as you will be travelling across Wigan and neighbouring boroughs to different schools, to attend a variety of meetings the majority of which take place during early evening.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

Develop your knowledge of regulations, and procedures relating to school and academy governance.

- Develop a positive working relationship with the Headteacher and Chairs of Governing Boards of your assigned schools and academies.
- Maintain an up-to-date knowledge of current legislation, regulations, policies, and procedures relating to school and academy governance.
- Attend all meetings of your assigned schools and academies.
- Develop an understanding of educational terminology to enable you to explain their meanings to boards and apply this knowledge to your work.
- Work with the Chair and Headteacher to prepare a purposeful agenda which is focused on school improvement.
- With the support of our admin team, produce, collate, and distribute the agenda and papers so that recipients receive them at least seven clear days, before meetings.
- Take notes of the Governing Board meetings to prepare minutes, recording all decisions accurately and objectively including indicating who is responsible for any agreed action and the timescale.
- Attend fortnightly team briefings and participate in other professional development opportunities.

- Successfully complete the National Training Programme for Clerks to Governing Boards within the first two years of your appointment or equivalent.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- 4 GCSE's (grades A-C) including English Language, or ability to demonstrate attainment at NVQ Level 2 or equivalent, or evidence of relevance experience.
- Experience of working in an educational setting or serving on a school governing board, or demonstrable willingness to learn and show an interest in education
- A “can do” approach and be committed to delivering a high-quality service to Wigan’s schools and academies.
- An understanding of school and academy governance legislation and regulations and can apply this knowledge in a variety of settings.
- Have excellent planning and organisational skills to meet all statutory timescales.
- Excellent communication and interpersonal skills to intervene in meetings and keep governing board meetings on track when necessary.
- Possess a very high level of administrative and keyboarding skills.
- Have a good knowledge of IT.
- The ability to work accurately under pressure and ensure deadlines are met.
- The ability to work with people from a wide range of socio-economic and educational backgrounds.
- The ability to carry out research and take responsibility for your own learning.
- The ability to work as part of a team as well as alone and with minimum supervision.
- Hold a valid driving licence or be able to demonstrate the ability to travel as required using own or public transport in the most effective manner.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”