



DONHEAD PREPARATORY SCHOOL

Clerk to the Governors

Overall purpose:

The Clerk to the Governors of Donhead will assist with the administration of the governing body and its committees to ensure its efficient and effective operation.

Reports to:

The Chair of Governors.

Key responsibilities

1. Ensuring that governance is carried out in accordance with the Constitution with particular reference to:
 - Size, diversity, and membership of the governing body
 - Regularity of meetings
 - Maintaining a record of attendance at meetings
 - Ensuring that decisions are made, and recorded, in accordance with governing protocols
2. Conducting for all new governors, on behalf of the Chair of Governors:
 - Formal identity checks
 - Right to work in UK checks
 - DBS disclosure check or equivalent
3. Induction of new governors and on-going training of all governors
 - Organising agreed and appropriate training for all governors, as agreed by the full Governing Body, and recording such training
4. 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
 - Maintaining full and appropriate records of all governance activity
5. Ensuring the efficient functioning of governance including:
 - Communication with governors between meetings
 - Preparing & circulating timetables of meetings of the full Governing Body & its Committees
 - Preparing & circulating agendas and papers for meetings of the full Governing Body & its Committees at least one week in advance
 - Ensuring appropriate minuting of these meetings & the prompt circulation of these minutes within 2 weeks
6. Other duties as required in order to achieve the overall purpose of the role.

The successful candidate will receive training as required to assist them in fulfilling their duties.

Terms and Conditions

It is expected that the role will require approximately 100 hours spread equally over the three school terms.

The role is self-employed.

A fee will be paid depending on skills and experience.

Person Specification

Skills, knowledge & aptitudes

E = Essential Criteria D = Desirable Criteria

Good level of education	E
Ability to compile agendas and write concise, accurate meeting minutes	E
Excellent IT competency and keyboard skills, including use of conference platforms e.g. Zoom	E
Excellent organisational skills, able to organise own time and work to deadlines	E
Excellent listening, oral and literacy skills	E
Record keeping & information retrieval	E
Knowledge of educational legislation, guidance, and legal requirements	D
Knowledge of Equal Opportunities & Human Rights legislation	D
Knowledge of Data Protection Legislation	D

Experience

Relevant personal and professional development	E
Working as a member of a team	E

Personal Attributes

Able to maintain confidentiality	E
Have a flexible approach to working hours	E
Good interpersonal and communication skills	E
Demonstrate a willingness to attend appropriate training and development	E

Special Requirements

Must be sympathetic to the identity and values of Donhead as an independent Catholic school	E
Able to work at times convenient to the governing body including evenings and weekends	E
Be able to travel to meetings and/or be available online	E
Access to computer facilities at home	E

Application process

Please send a copy of your latest CV together with a covering letter outlining why you are interested in the role and how you meet its requirements. Please include the names and contact details of two referees one of who should be your latest or current employer.

Please mark your application “**Clerk to the Governors**” and send it to Sian Buckley, PA to the Headmaster, headmasterpa@donhead.org.uk.

The closing date is Thursday 6th May 2021 at 10am.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.