

## SCHOOLS' FRAMEWORK

### GENERIC JOB EVALUATION BASIC ROLE PROFILES

Service:	Management and Administration
Job Title:	Clerk to Governors
Job Family / Level:	Business Support -
Score:	
Role Purpose:	Advising the Governing Body on constitutional matters, duties and powers and work within the broad current legislative framework and securing the continuity of Governing Body business and observe confidentiality requirements. The role involves working effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfE, LA and church authority issues and is focused on school improvement as well as minuting and attending all Governing Body meetings.
Decision Making Responsibilities:	<ul style="list-style-type: none"><li>• Understanding of meetings protocols and the general governance of the school.</li><li>• Planning over terms for governor meetings.</li><li>• Ability to produce succinct and clear written records. Working within the defined procedures and protocols of school meetings.</li><li>• Advising on interpretation of business conduct.</li></ul>
Accountability:	<ul style="list-style-type: none"><li>• Working within rules of governance and responsible to Governing Body and Chair of Governors.</li><li>• Actions are advisory in the main and not executive.</li></ul>