

**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

**School:** Presfield High School & Specialist College

**Post:** Administrator/Clerk to the Governors

**Grade:** Grade E/F

**Responsible to:** Headteacher and School Business Manager

---

**JOB PURPOSE**

To be responsible for undertaking administrative, financial and organisational processes within the school under the guidance of senior staff and act as the Clerk to the School Governors.

**MAIN DUTIES**

**Administration**

Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, etc.

Collation of data for school reports and assistance in the production of reports across the school

Analyse and evaluate data/information and produce reports/ information as required.

Maintain manual and computerised records and/or management information systems.

Collation of registers and the completion of various returns as require by the local authority and DfES eg School Census, staff attendance, supply data, etc.

Take notes at meetings and circulate to attendees, e.g. staff meetings

Sorting and distributing the internal and external mail.

Provide routine clerical support in relation to the production and distribution of materials

**Organisation**

Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.

Organise school trips, visits by school nurse, photographer, linked schools, parents etc.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and or staff etc.

To organise and provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.

### **Resources**

Operate relevant equipment and complex ICT packages.

Maintain stock and supplies of resources, cataloguing and distributing as required.

Provide general advice and guidance to staff, pupils and others.

### **Clerk to Governors**

To be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. Secure the continuity of governing body business and observe confidentiality requirements.

### **Main Duties**

#### **Administration**

Work effectively with the Chair and Headteacher in preparing a purposeful agenda, which takes account of DfES and Local Authority issues (and Church Authority issues where appropriate) and is focused on school improvement.

Record the attendance of governors at meetings and take appropriate action regarding absences.

Clerk the governing body meetings taking notes to prepare minutes, including indicating who is responsible for any agreed action.

Record all decisions accurately and objectively with timescales for actions, in accordance with School Governance Regulations.

Clerk the statutory and non-statutory governing body committees as required.

Send drafts to the Chair for amendment/approval within five days of the meeting.

Maintain records of governing body correspondence.

#### **Organisation**

Work with the Headteacher and others to ensure agenda papers are produced on time.

Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting

Copy and circulate the approved draft to all governors within the timescale agreed with the governing body. Following approval of the minutes at the next meeting, forward a copy to the Local Authority and where agreed, the appropriate Diocesan Authority.

Advise absent governors of the date of the next meeting

Maintain a register for the governing body of governors including attendance, vacancies and new appointments and correspond with the relevant agencies when a vacancy occurs.

Conduct elections for elected governor positions and for the position of the Chair.

Take action on governing bodies agreed policy to support new governors, taking account of the guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by local authorities and others.

Contribute to the production of a governing body year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and committees.

Maintain register of membership of committees and working parties and details of specific governor correspondence e.g. Safeguarding Governor.

Ensure completion of a register of governing body business/pecuniary interest, reviewed annually and kept within the school to comply with audit regulations.

Liaise with appropriate offices within the Local Authority/Diocese to follow up queries arising from the meeting e.g. Legal/staffing and feedback to Chair/Headteacher.

Chair that part of the meeting at which the Chair is elected and advise on parent and staff governor election procedures.

### **Resources**

Advise the governing body of governance legalisation and procedural matters where necessary before, during and after the meeting

Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.

### **Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

Supervise staff where appropriate, assisting in the induction of other support staff as required.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

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.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

We are committed to promoting the safeguarding and welfare of children and Young People and expect all staff and volunteers to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Due to the nature of the work involved, this post is "exempt" from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the ROA 1974 (Exceptions) (Amendment) Order 1986.**

## PERSON SPECIFICATION

**Post:** Admin Assistant/Clerk to Governors

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification.	E	AF
NVQ Level 4 in Administration / Business or equivalent qualification or experience.	D	AF + I
<b><u>EXPERIENCE</u></b>		
Experience of clerical / administrative / financial work.	E	AF + I
Knowledge of relevant policies / codes of practice and an awareness of relevant legislation.	D	AF + I
Appropriate knowledge of First Aid.	D	AF + I
Basic awareness of inclusion, especially within a school setting.	E	AF + I
<b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b>		
<b>Communication and Influence</b> Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.	E	I
<b>Team working</b> Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.	E	AF + I

<p><b>Organisational Awareness</b> Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the school's vision.</p> <p><b>Adaptability</b> Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p>	<p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p>
<p><b>Use of technology</b> Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately. Use of SIMS would be an advantage.</p> <p><b>Professional Values and Practice</b> Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. Ability to improve own practice through observations, evaluation and discussion with colleagues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p> <p>Requirement to complete Support Staff Induction Programme – including Team Teach.</p> <p>Requirement to complete Appointed Persons First Aid at Work training.</p>	<p>E</p> <p>E</p>	<p>I</p> <p>I</p>

<b>OTHER</b>		
Committed to safeguarding and promoting the welfare of children and young people	E	I
Ability to Contribute to Safeguarding and promote the welfare of children and young people	E	I
Satisfactory Enhanced Disclosure and Barring Service Check (DBS) including barred list check	E	I