

JOB PROFILE

Please identify the main purpose of your job.	
Responsible for clerking full governing body meetings and any meetings of committees	
What are the main duties and responsibilities of your job?	
Main duties and responsibilities	% of time
To prepare and send out agendas, attend meetings of governing body, take minutes and deal with resulting correspondence.	
Assist with preparation of Governors' Annual Report	

ID REF NUMBER

POST TITLE: Clerk to Governors

1. KNOWLEDGE

1. What kinds of knowledge do you need in order to perform your job competently?		
Type of knowledge	What knowledge and why do you need it?	Source of knowledge
Literacy	Good standard to write minutes and correspondence on behalf of Governors	
Numeracy	Fair standard	
Procedural	Regulations relating to the work and duties of Governing Body; school and LEA policy and procedures	
Equipment	Office equipment, including PC	
Administrative systems	School's administrative system	
Organisational	Organisation of the Governing Body (its constitution etc), the school and LEA as it relates to governors	
Specialist	Regulations relating to Governing Bodies	
Other languages/cultures	Awareness of diversity	
Other (please specify)		

2. MENTAL SKILLS

2.1 Please give examples of two decisions you make on a regular basis

1.

What to include in draft minutes

2.

When to bring something to the attention of the Chair of Governors

2.2 What is the most important or difficult decision/recommendation you make? How often do you expect to take a decision or solve a problem of this type?

Advising Governing Body on appropriate course of action in accordance with regulations

2.3 Describe the kinds of problems you solve regularly.

Chasing reports and responses in time for a meeting. Organising meetings at a time to suit all participants.

2.4 Give examples of any creative and developmental skills required.

Writing minutes

2.5 If your job requires forward planning, give examples of how you plan or organise activities/projects.

Ensuring agendas and minutes are completed and distributed in line with statutory timescales.

2.6 Other

3. INTERPERSONAL AND COMMUNICATION SKILLS

3.1 What Interpersonal and communication skills are required to perform your job competently?	
TYPE OF SKILL	PURPOSE/NATURE OF SKILLS AND HOW USED
Caring	
Training	
Team-working	Working collaboratively with Chair of Governors, headteacher and members of the Governing Body.
Motivational/team leading	
Advising/Guiding	Advising Governing Body on regulations
Persuading/ influencing/ negotiating	
Advocacy	
Conciliation	
Counselling	
Oral(spoken) communication	Articulate, to communicate with Chair and Governing Body
Written communication	Good standard to of written English to produce agendas, minutes, letters, reports etc
Presentation	
Other language/ Communication	

4. PHYSICAL SKILLS

4.1 List any tasks which require particular co-ordination/precision and/or speed	
Task	Skill required
Typing	Precision and skill

4.2 Are driving skills required?
No

5. INITIATIVE AND INDEPENDENCE

5.1 How are you managed?

By Chair of Governors

5.2 To what extent is your job guided by instruction/procedures/policies or precedents?

Largely governed by regulations and policies

5.3 What level of control do you have over workload and priority of work?

Very little – dictated by work of Governing body and timescales of dates for meetings

5.4 Give an example of a decision which can be made without reference to a manager

When and how to chase up responses to Governing Body queries

5.5 Give an example of a decision that would need to be referred to a supervisor or manager

Correspondence received is forwarded to Chair of Governors for discussion/decision on response

6. PHYSICAL DEMANDS

6.1 Please give details of any physical demands involved in your job.			
Demand	Reason	Duration	Frequency

6.2 If lifting, do you have any help from anyone else?

6.3 Do you use a mechanical aid (e.g. sack barrow)

7. MENTAL DEMANDS

7.1 Detail if your job requires you to use your senses more than usual			
Activity	Reason	Duration	Frequency

7.2 Detail the level of concentration required to perform your job competently			
Activity	Reason	Duration	Frequency
Minute taking	Listening to discussion and taking accurate notes	Up to 3 hours at a time	Regularly

7.3 Are there any work-related pressures?			
Activity	Reason	Duration	Frequency
Sending out agendas, draft minutes	To ensure deadlines set out in regulations are adhered to		Regularly

7.4 Detail any other type of mental demand			
Activity	Reason	Duration	Frequency

8. EMOTIONAL DEMANDS

8.1 Give details if your job brings you into contact / work with other people (other than your immediate work colleagues) whose circumstances or behaviour causes you emotional stress.

People involved	Cause	Impact	Frequency

9. RESPONSIBILITY FOR PEOPLE

9.1 Do you have any DIRECT impact on the physical/ mental/ social/ economic or environmental wellbeing of people (other than those directly supervised or managed by you)?

Task/duty/responsibility	Who is affected ?	How are they affected ?

9.2 Do you implement or enforce any statutory regulations which have a direct impact on health, safety or well being of people?

Regulation	Impact on	Nature of impact

9.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on the well being of people?

Regulation	Impact on	Nature of impact

9.4 Do you have any other responsibilities for people?

Responsibility	Who is affected	How are they affected

10. RESPONSIBILITY FOR SUPERVISION/ DIRECTION/ CO-ORDINATION OF EMPLOYEES

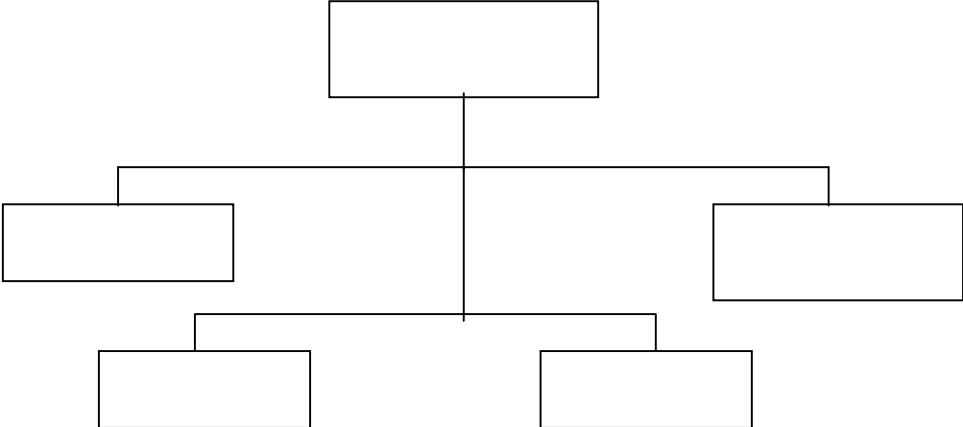
10.1 Does your job involve training or demonstrating your work to other employees?		
What training or demonstrating	Who	Frequency

10.2 Do you supervise or manage any employees/ trainees?	
Nature of supervision/management	Number

10.3 Do you develop policies or provide advice, guidance or interpretation of procedures or regulations which impact on staff?	
Nature	Number

10.4 Organisation Chart

Include only post titles and locations, where appropriate. Highlight the postholder in bold.



11. RESPONSIBILITY FOR FINANCIAL RESOURCES

11.1 Please give details if you are directly responsible for any financial resources		
Nature of responsibility	Annual value	Frequency

11.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations in relation to finance?	
Nature of responsibility	Impact

12. RESPONSIBILITY FOR PHYSICAL RESOURCES

12.1 Please give details of any direct responsibility you have for physical resources.	
Nature of responsibility	Approximate value

12.2 Do you develop policies or provide advice guidance or interpretation of procedures or regulations which have an impact on physical resources?	
Nature of responsibility	Approximate value

13. WORKING CONDITIONS

13.1 What kind of place do you usually work in?	
Description	% time spent there
Office (home/school)	100%

13.2 Are you able to rearrange your workload around extreme weather conditions ?
N/A

13.3 Please give details of any unpleasant environmental working conditions.			
Nature	Source	Time exposed	Frequency

13.4 Please give details of any verbal abuse, aggression or other anti-social behaviour from people (other than immediate work colleagues) you experience during your work.			
Nature	Source	Time exposed	Frequency

13.5 Do you encounter any hazards in your job?			
Nature	Source	Time exposed	Frequency