

JOB DESCRIPTION

Title:	PA for Headteacher and Clerk to Governors
Salary:	£18 545 to £23 491 depending on experience and skills
Hours:	0.4 FTE (15 hours per week)
Responsible to:	Headteacher

Job Purpose

To provide effective administrative and organisational support for the Headteacher. To provide advice to the governing body on governance, constitutional and procedural matters and to provide effective administrative support for the governing body and its committees, working within the broad current legislative framework.

Main Responsibilities

- Administrative support for the Headteacher
- Provision of advice to the governing body
- Effective administration of governance activities, including meetings
- Effective management of information, in accordance with legal requirements

1. PA for Headteacher

- 1.1 To provide effective support to the Headteacher
- 1.2 To manage the Headteacher's diary
- 1.3 To be responsible for the gathering and dissemination of relevant information, as requested by the Headteacher.
- 1.4 To draft, proof read and edit documents, as requested by the Headteacher.

2. Clerk to the Board of Governors

- 2.1 To advise the Board and its committees on the proper exercise of their powers and to take action when the Governing Body, Chair or one of its committees appears to be at risk of acting outside of its / their powers.
- 2.2 To plan, in consultation with the Chair and Headteacher, the annual schedule of meetings, scrutiny visits and policy reviews.
- 2.3 To convene meetings and ensure the timely distribution of relevant papers.

- 2.4 To attend meetings, take accurate minutes in the required format and distribute them efficiently.
- 2.5 To maintain all appropriate documentation and manage, update and maintain the governors' portal.
- 2.6 To act as the key contact for public access to Governing Body papers, where appropriate.
- 2.7 To update the governance and policy sections of the school website.
- 2.8 To facilitate communications between the Chair, Headteacher, Board members and School staff.
- 2.9 To ensure the School's activity is reported regularly to the Board and its Committees by way of papers and/or presentations.
- 2.10 To advise on the procedure for recruitment of new Governors and their induction.
- 2.11 To maintain records of Governors' training and development needs and arrange appropriate training.
- 2.12 To make arrangements for staff and parent appointments / elections to the Board.
- 2.13 To ensure that all safeguarding checks have been completed for Governors before they become members of the Board.
- 12.14 To make arrangements for student representation on the Board
- 12.15 To administer any complaints against the Board.
- 12.16 To maintain a register of Board members' financial and business interests and ensure each Governor completes and files an annual declaration of interest.
- 12.17 To maintain an attendance register for Board members.
- 12.18 To maintain an up-to-date list of Board members' contact details, ensuring they remain confidential to the Board.
- 12.19 To maintain the Statutory Books and update Members' and Directors' details held at Companies House.
- 12.20 To complete and submit the Annual Return to Companies House
- 12.21 To update and maintain

3. Additional Duties

- 3.1 To undertake appropriate regular training and development to maintain knowledge and improve practice
- 3.2 To keep up-to-date with current educational developments and legislation affecting school governance.
- 3.3 To be responsible for safeguarding and promoting the welfare of students.
- 3.4 To maintain the confidentiality of staff, student and governor information.
- 3.5 To promote a working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 3.6 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 3.7 To promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.