



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Clerk to the Governors – Maternity Cover
Reporting to:	Chair of Governors and the Bursar
Hours:	Attendance will be required at Full Governing Body (3) and Committee Meetings (12), which are held at varying times in the day, including some early evenings. The contract will be for 250 hours per year but may vary in the case of additional governor meetings or appeal panels and hearings.
Summary of the role:	To provide procedural and legal guidance, prepare and circulate agendas, take minutes, handle correspondence, deal with sensitive and confidential issues and co-ordinate appeal panels and hearings.
Line management responsibility for:	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • Provide advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues. • Act as Administrator and Secretary for all meetings of the Governing Body and supporting committees. • Provide an administrative service for the Governing Body to include the convening of meetings, preparation of agendas and papers; documents relating to the Governing Body e.g. biographies, committee list, contact list etc; payment of expenses; correspondence with and advice to governors. • Prior to Full Governing Board and committee meetings, to liaise with the Chair, Headmaster and Bursar to agree the agenda and procedure for the meeting. • Prior to Full Governing Board and committee meetings, to liaise with the Headmaster and review all papers prior to circulation • Draw up the minutes of each meeting. Circulate draft minutes to the Chair prior to publication. • Ensuring the efficient functioning of governance: <ul style="list-style-type: none"> ○ Preparing & circulating timetables of meetings of the full Governing Body and its Committees, ensuring that meeting dates have been agreed at least two terms in advance ○ Preparing & circulating agendas for meetings of the full Governing Body and its Committees ○ Ensuring satisfactory circulation of meeting papers at least 7 days prior to the meeting ○ Ensuring that catering arrangements have been made where appropriate at least 14 days prior to the meeting ○ Ensuring appropriate minuting of these meetings and the prompt (within 14 days) circulation of these minutes ○ Ensure minuted action points are circulated to the appropriate individuals ○ Overseeing occasional audits of governance (either internal or external), as instructed by the Chair

	<ul style="list-style-type: none"> ● Liaise with the Chair of the Nominations Committee and administer the process for identifying, interviewing and appointing governors. Organise appropriate departure formalities for those governors leaving the Governing Body e.g. letter of thanks or a social event for those with long and distinguished service. ● Induction and training of new governors. Administer the induction process for new governors in accordance with the principles outlined in the AGBIS <i>Guidelines for Governors</i>. ● To maintain a training register for all governors aimed at recording the date, name place and type of training carried out. To circulate to all governors a list of external training opportunities and administer the booking process with the provider. ● Organising agreed and appropriate training for all governors, as agreed by the full Governing Body and recommended by AGBIS, and recording such training. ● Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school: ● Acknowledging any formal letters of appeal within 5 working days and organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required to hear appeals or to deal with complaints or grievances (including seeking independent legal advice regarding the grounds of any appeal and the identification of independent members to join these panels where appropriate). ● Arranging regular training and updating for governors in these areas. ● Establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints. ● Ensuring that the systems through which school managers report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities. ● Following instructions from the Governing Body regarding processes for the appointment of the Head or Bursar when the need arises. ● Maintaining full and appropriate records of all governance activity.
Line management duties and responsibilities	<ul style="list-style-type: none"> ● You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Governors.

***The College is committed to safeguarding the welfare of children,
Therefore, all candidates will be required to undergo an Enhanced DBS check.***

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.