



HATCH END HIGH SCHOOL

Governance Professional

Salary: £400 per meeting (including all preparation and administration)

JOB DESCRIPTION

JOB PURPOSE

The Governance Professional will be accountable to the Governing Board, working closely with the Chair of Governors, the Headteacher and other governors on identified tasks. To undertake administration duties including clerking the Governing Board and Sub-Committees. To research and feedback to the Governing Board on constitutional and procedural matters ensuring all appropriate follow up action has been taken.

REPORTING

The post holder will report to the Chair of Governors and Headteacher.

RESPONSIBLE FOR

N/A

WORKING TIME

Attendance at school will be required for meetings but other duties can be undertaken from home.

KEY DUTIES

Meetings & Activities

- Work with the Chair and Headteacher before Governing Board and Sub-Committee meetings to prepare a robust and focused Agenda.
- Liaise with those preparing papers to make sure they are available on time.
- Produce, collate and distribute the agenda and papers on time and at least seven days before the meeting.
- Record the attendance of governors at meetings and prepare the schedule of attendance for the website and school auditors.
- As requested, research and feedback to the Governing Board on governance legislation and procedural matters where necessary before, during and after the meeting and act as the first point of contact on procedural matters.
- Draft minutes of Governing Board and Sub-Committee meetings, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with indication of required actions.
- Send drafts to the Chair for approval. Copy and circulate the approved minutes to all governors within the timescale agreed with the Governing Board.
- Maintain a record of signed minutes for reference.
- Ensure approved copies of the minutes, agendas and any approved policies are forwarded to the website administrator at the school and check the Governors area on the website is accurate and up to date.
- Chair that part of the meeting at which the chair is elected.
- Maintain documentation on the Governor area of SharePoint.

Membership:

- Maintain up to date records of the names, addresses and category of Governing Board members and their term of office and ensure that GIAS is kept up to date of any changes.
- Ensure that new governors have access to appropriate documents and induction materials including initiating a welcome pack/letter being sent to newly appointed governors including details of terms of office.

- Give advice and support to governors taking on new roles such as Chair or Chair of a committee.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Child-protection.
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Inform the Governing Board and other relevant bodies of any changes to its membership.
- Ensure the completion of Governing Board Pecuniary Interests and Related Party Transaction forms are completed at least annually and on induction. All paperwork to be logged within the school.
- Liaise and support the Heads PA to ensure all Governors have a valid Disclosure Barring Service disclosure in line with the school's safeguarding procedures.
- Maintain a record of training undertaken by members of the Governing Board.

Advice and Information

- Research and feedback to the Governing Board on procedural issues.
- Maintain records of Governing Board correspondence.
- Manage/maintain governor email inbox.
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role.
- Ensure archive materials are stored in line with GDPR.
- Keep up-to-date with current educational developments and legislation affecting school governance.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.
- Ensure compliance with agreed responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement. The role can be adapted to reflect future technological developments.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- Adopt flexible working practices where required. The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a governance professional.



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Governance Professional

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills eg NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Maths and English or Equivalent	Yes		Application
Attended the National Training Programme for Clerks or its equivalent		Yes	Application

EXPERIENCE

	Essential	Desirable	How Identified
Experience of undertaking administrative duties to a high level of accuracy including writing agendas and accurate concise minutes.	Yes		Application Reference Interview
Experience of Clerking a Governing Board in the Education Sector		Yes	Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Knowledge of Governing Board procedures and respective roles and responsibilities of the Governing Board		Yes	Application Interview
Knowledge of educational legislation, guidance and legal requirements		Yes	Application Interview
Knowledge of Email and Office applications, eg Word, Excel, SharePoint, Teams	Yes		Application Interview
Ability to undertake record keeping, information retrieval and dissemination of Governing Board data/documentation, to the Governing Board and relevant partners	Yes		Application Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview

Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Able to work at times convenient to the Governing Board, including evening meetings	Yes		Application Reference Interview
Effective work presentation skills and a high degree of accuracy	Yes		Application Interview
Able to prioritise workload to ensure meet deadlines set	Yes		Application Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
A good attendance and punctuality record	Yes		Reference
DSB Checked (the school will complete their own check)	Yes		Application

April 2026