

Magdalen College School
JOB DESCRIPTION

Post Title	Governance Professional
Postholder	
Purpose	<ul style="list-style-type: none"> • To provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters. • A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing: <ul style="list-style-type: none"> • administrative and organisational support • guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance • advice on procedural matters relating to the operation of the board
Reporting to	Chair of the Governing Body
Key Duties – Organising meetings, hearings and appeals	<p>The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:</p> <ul style="list-style-type: none"> • working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time • convening meetings and distributing papers as required by legislation • ensuring meetings are quorate, inclusive and well structured • overseeing election of officers • recording attendance/apologies and taking appropriate action in relation to absences • taking minutes indicating who is responsible for any agreed actions with timescales • circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board • following up on action points with those responsible and informing the chair of progress
Administration and Record Keeping	<p>The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:</p> <ul style="list-style-type: none"> • maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details • advising governors/trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the board’s capacity, diversity and skills mix • establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment • giving procedural advice and assisting with the management of governor/trustee elections • advising the board on succession planning for all board roles • maintaining governing documents such as terms of reference and signed minutes • collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests • maintaining a record of board CPD • ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so • maintaining records of board correspondence • maintaining governance communication portal • drafting correspondence on behalf of the board

<p>Maintaining Relationships and communication</p>	<p>Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the governing or trust board on their self-review and development.</p> <p>The clerk should fulfil these responsibilities, whilst maintaining independence, by:</p> <ul style="list-style-type: none"> • maintaining professional working relationships with the chair, the board and school leaders • communicating on board matters outside of meetings. • where appropriate, liaising on behalf of the board (such as for external reviews of governance) • contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development • participating in regular performance management with the chair
<p>Ensuring Compliance</p>	<ul style="list-style-type: none"> • ensuring meetings are quorate • overseeing the review of required policies • publication of governance information on school websites • advising on data protection requirements • overseeing board recruitment processes • co-ordinating safeguarding checks on board members • monitoring eligibility of board members to serve, including on committees • notifying disqualifications, expiry of office etc • statutory registers and filing returns • keeping up to date with current educational developments and legislation affecting school governance
<p>Responsibilities as a member of staff</p>	<ul style="list-style-type: none"> • To ensure an appropriate individual response to whole school priorities • To support the personal and social development of students within the school • To engage actively in the Performance Management Review Process • To implement all school policies including child protection, GDPR • To be responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies, procedures and current legislation. • Attend relevant meetings as and when required
<p>Personal Qualities; the postholder is expected to be:</p>	<ul style="list-style-type: none"> • Committed to the principles of comprehensive education and equal opportunities • Committed to the ethos of Magdalen College school • Committed to teamwork within all aspects of the school • Proactive in terms of furthering their professional knowledge and skills. • Punctual for all commitments • Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community

SignedPostholder

.....Line manager

Date