



Job Description

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St. Helens Council

Post:	Governing Body Clerk
Department:	People's Services
Grade:	Scp 26 - 28
Responsible to:	Policy, Performance & Governor Services Manager
Purpose of the Post:	To provide efficient advice and administrative support to School Governing Bodies

Duties and Responsibilities:

1. To provide clerical support to an assigned group of Governing Bodies. (To be agreed with the Service Manager).
2. If required, to advise Head teachers and Governing Bodies on:-
 - The implementation of all relevant legislation relating to school governance
 - On their duties, powers and responsibilities
 - On the interpretation and application of school governance
 - Legislation during Governing Body meetings.
3. To ensure the Governing Body operates within the statutory framework established by the School Governance Regulations and the Statutory Instruments.
4. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
5. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
6. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).



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The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: April 2016

Date Updated: December 2016

Date updated: April 2018