



# Job Description

make the right move - join us



St. Helens Council

**Post: Part Time Governing Body Clerk**

**Post Number: EEP16**

**Department: Children and Young People's Services**

**Grade: SCP 26-28**

**Responsible to: Principal Officer (Governor Support and Development)**

**Purpose of the Post: To provide efficient legal advice and administrative support to School Governing Bodies.**

## **Duties and Responsibilities:**

**Maintain an up-to-date knowledge of, and ensure that all actions conform with current legislation, regulations, codes of practice, policies and procedures relating to school governance issues.**

**In response to enquiries, provide front line, day-to-day advice and information to Headteachers and Governors on governance issues.**

**In consultation with the Principal Officer (Governor Services), contribute to monitoring, reviewing and updating administrative practices.**

**To provide clerking support to an assigned group of Governing Bodies. (To be agreed with the Principal Officer Governor Services).**

**To advise Headteachers 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.**

**To ensure the Governing Body operates within the statutory framework established by the school Governance Regulations and the Statutory Instruments.**

**Under the supervision of the Principal Officer contribute to:-**

- **The development of new initiatives.**
- **The monitoring and evaluating of the effectiveness and achievements of the services provided.**
- **The examination/improvement of procedures, methods and working practices in accordance with the Branch Service Plan.**



# Job Description

make the right move - join us



St. Helens Council

**Establish effective links and communication systems to promote the free flow of information and issues between the Governing Bodies, Governors, Headteachers, and the Children & Young People's Services and external organisations.**

**Implement Authority and Departmental policies and procedures including Equal Opportunities, Health and Safety and Customer Care.**

**Utilise systems and equipment effectively and efficiently and maintain systems, equipment, registers, records and files in good order.**

**Actively promote anti racist employment and service delivery practices.**

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**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 postholder/s at the appropriate time.**

**Date Prepared:**