

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Administrative Assistant - Clerk to Governors

**Post Number:**

**Responsible to:** School Business Operations Officer

**Scale Point:** 4A

**Overall Purpose of the Job:**

- In this flexible role, you will provide an effective and timely administrative service to the governing board and the wider school.

**Principal Accountabilities:**

- Liaise with the Headteacher and Chair of Governors prior to each governing body meeting.
- Liaising with Senior Leadership Team to provide documentation for each governing body meeting.
- Compiling and distributing papers using an online portal within agreed timescales for access by the governing body.
- Keeping accurate membership records.
- Attending governing body meetings in person and / or virtually and producing accurate minutes, including agreed actions, within agreed timetables.
- Provide advice and support to the governing board to ensure compliance with statutory legislation and requirements.
- Carry out administrative tasks relating to keeping governors' names and business interests details up to date.
- Support, administer and advise for any required panel process as received to the governing board.
- Attending keeping in touch and line management meetings with the School Business Operations Officer.
- Act as point of contact for external and internal enquiries and resolve issues requiring the exercise of judgement within defined decision-making frameworks. Escalate enquiries to relevant individuals to ensure responses are provided in a timely manner.
- Provide routine clerical support as required, including printing and photocopying, document finishing (collating), and processing of incoming and outgoing mail to support the governing body.
- Collate information and undertake defined word processing and other ICT related tasks.
- Undertake meeting support including diary management, room bookings and minute taking, to ensure defined schedules are achieved and records maintained.
- Administration of School communications, using the School Management Information System (MIS), emails and postal methods.
- Organisation of electronic diaries linked to the Senior Leadership Team and associated tasks.
- Provide administrative support to the Headteacher appropriate to the grade and level of responsibility of the post.
- Running of the administration tasks associated with the governing body.
- Administration of School Policies, ensuring reviews are completed in a timely manner by relevant staff and appropriate processes are followed, including approval at Governor Committees and updating School systems.
- Providing a clerking services as required including suspension and exclusion hearings.
- Provision of service in respect of reprographics.
- Supporting other team members with tasks as and when needed.
- Provide administrative support to the senior administrative team with any appropriate administrative tasks.
- Undertaking any other duties and responsibilities appropriate to the grade and level of responsibility of the post.

**General Information:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.



## PERSON SPECIFICATION

**Job Title:** Clerk to Governors

**Post Number:**

	Essential	Desirable	How Measured During Recruitment and Selection Progress
<b>Experience, Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Good level of education.</li> <li>Experience in customer service</li> <li>Experience working in a busy office environment</li> <li>Experience of handling customer queries in a diplomatic manner.</li> <li>Knowledge of business administration</li> </ul>	<ul style="list-style-type: none"> <li>English and Maths level 4 or equivalent.</li> <li>Previous experience of working within a school environment.</li> <li>Level 2 Administration qualification or equivalent in related area.</li> </ul>	Application Form Interview Questions References Qualification Certificates Interview Testing
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent organisational and administrative skills</li> <li>Excellent interpersonal communication skills.</li> <li>Ability to work alone.</li> <li>Ability to manage own workload with limited supervision</li> <li>Good IT Skills including Word, Excel, Google &amp; MIS Databases</li> <li>Flexibility required to attend school meetings as appropriate.</li> </ul>		Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
<b>Manage Self</b>	<ul style="list-style-type: none"> <li>Acts with integrity and honesty at all times</li> <li>Reflects on and enhances own performance</li> <li>Manages workload effectively</li> <li>Communicates effectively</li> <li>Is assertive, not aggressive</li> <li>Presents self well and follows school policies</li> <li>Is organised, prepared and equipped for work</li> </ul>	<ul style="list-style-type: none"> <li>Is clear, thorough and accurate</li> <li>Takes personal responsibility for resolving problems</li> </ul>	Application Form Interview Questions References
<b>Working With People</b>	<ul style="list-style-type: none"> <li>Suitable to work with children</li> <li>Treats others with respect</li> <li>Actively seeks &amp; provides support from/to others</li> <li>Displays sensitivity to diverse opinions and contributions</li> <li>Works collaboratively with others</li> <li>Acts as an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>Provides excellent customer service</li> <li>Seeks to support across the school</li> <li>Selects and successfully applies different methods for communicating effectively</li> </ul>	Application Form DBS Interview Questions References

<b>Effective Use of Resources</b>	<ul style="list-style-type: none"> <li>Follows guidelines and instructions to ensure acting within the school procedures</li> <li>Actively seeks to undertake CPD and takes ownership of own development</li> <li>Uses appropriate new technologies</li> <li>Is conscious of costs and value for money</li> </ul>	<ul style="list-style-type: none"> <li>Seeks ways to improve the services provided to the school and by the school</li> <li>Contributes to the administrative support and maintenance of accurate school data/information</li> </ul>	Application Form Interview Questions References
<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>Contributes to projects</li> <li>Plans own workload to meet agreed deadlines objectives and priorities</li> <li>Takes personal responsibility for own performance</li> <li>Has passion and enthusiasm to deliver beyond expectations</li> <li>Recognises problems and issues as they arise</li> </ul>	<ul style="list-style-type: none"> <li>Contributes to business processes ensuring effective delivery of requirements</li> <li>Checks own work for quality against agreed standards</li> </ul>	Application Form Interview Questions References
<b>Facilitating Change</b>	<ul style="list-style-type: none"> <li>Responds positively to change initiatives</li> <li>Accepts change as part of the business process</li> <li>Understands and contributes constructively to change</li> <li>Plans and implements change within own role</li> <li>Takes on new or different tasks willingly</li> </ul>		Application Form Interview Questions References

HEADLANDS SCHOOL  
SINCE 1965