

Clerk to the Board of Governors (Victoria College)

Department: CYPES

Division: Victoria College

Reports to: The Board of Governors

JE Reference: CYP1041

Grade: 9

JE Date: 10/9/2021

Job purpose

The post holder is responsible for ensuring the effective continuity of the Board of Governors' business and records management for the school. This means that all governing board business must be managed in accordance with Government of Jersey guidance and protocols, and in keeping with professional advice from external agencies.

Job specific outcomes

Provide professional advice to the governing body on governance, constitutional and procedural matters. Ensure that the quoracy for meetings is determined in advance, monitored, and maintained during all meetings, and declaring meetings inquorate when the situation arises. Ensure an annual review of Terms of Reference for each Sub-Committee.

Ensure the governing body is properly constituted. In conjunction with the Chair of the Governors' Appointment Committee and the Headteachers of the schools, administer Parent and Staff Governor elections and appointment of Invited Governors to the Board. Maintain records of Governor Terms of Office to advise on timely rotations and appointments within the Governing Body and support the correct procedures to enable the yearly appointment of the Chair and Vice Chair of the Board of Governors plus the Chair and Vice Chair of each Sub-Committee. Maintain membership details for all Sub-Committees.

Provide effective administrative support to the governing body and its committees including convening meetings, preparation and distribution of meeting papers and minute taking. Arrange a schedule of Governor and Sub-Committee meetings on a two-yearly programme and advise the relevant Governors and senior staff of both VCJ and VCP of their requirements to attend.

Co-ordinate and clerk governor panels specifically dealing with school complaints, in line with the schools published and agreed procedures and policy.

Manage all governing body information effectively in accordance with legal requirements. Maintain signed minute records and files of all correspondence for the Board of Governors and all Sub-Committees. Maintain a record of all governor visits to school (for each school) so that this can be reported at each full governing board meeting.

Compile the annual Board of Governor's Report including a yearly self-evaluation survey for the Governing Body and ensure timely distribution to all stakeholders and publication on the schools' website.

Provide support the governing body in order to meet all of its statutory duties. Maintain records for the Board of Governors for: DBS checks, Register of Business Interests and Code of Conduct. Organise Governor CPD and maintain a record of training undertaken. Lead on the induction of all newly appointed Governors, ensuring that they are aware of training expectations, how to access appropriate training and any other support and information that will be needed.

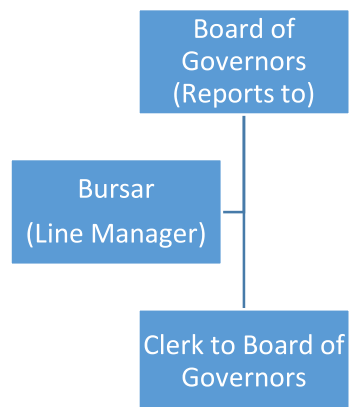
Act as Company Secretary for Victoria College Foundation Ltd to include: all meeting arrangements and preparation and distribution of meeting papers; taking and maintaining minutes of meetings; maintenance of company registers and annual submissions to the Charities Commission and the Jersey Financial Services Commission.

The Clerk will have contact with students of both the secondary and primary schools on occasion. They will be the first point of contact with parents in situations which may be emotionally challenging.

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Job sOrganisation chart



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Professional business or administration qualification and/or equivalent experience.</p> <p>Educated to A level standard or equivalent.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge and experience of writing agendas and producing accurate, concise minutes</p> <p>Excellent secretarial and administrative skills and good knowledge of Microsoft Office suite.</p>	<p>Knowledge of databases such as SIMs.</p> <p>Knowledge of data protection, freedom of information and child protection requirements.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent standard of written and spoken English. Ability to write fluently, proofread effectively and draft communications for others.</p> <p>Excellent interpersonal skills with an ability to work cooperatively with others and meet commitment and deadlines.</p> <p>Ability to deal with sensitive matters with discretion and sensitivity, maintaining confidentiality.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>A self-starter, able to demonstrate the ability to organise, establish and meet tight deadlines.</p> <p>Able to organise meetings and co-ordinate people.</p> <p>Excellent record keeping, information retrieval, research, and dissemination of data/documentation.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area</i></p>	<p>Demonstrable experience and confidence in effectively working with senior staff in both a working and formal meeting environment.</p> <p>Demonstrable ability to multi-task and organise own workload to meet deadlines, juggling priorities which</p>	

<p><i>of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>may have differing and conflicting demands.</p> <p>Be confident in dealing with people in contentious, complex, and sensitive circumstances.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Enhanced DBS certificate.</p>	<p>Understanding and knowledge of Safeguarding of young people.</p>

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.