



## **JOHN COLET SCHOOL JOB DESCRIPTION**

**POST:** Governance Professional  
**GRADE:** BP3 unqualified or starting on BP5 if qualified  
**PATTERN:** Casual work, approximately 15 scheduled evening meetings a year, 7.00pm - 9.30pm. The Student Well Being Committee meeting is 5-7pm.  
**RESPONSIBLE TO:** Head of Finance and Business

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### **Duties and Responsibilities:**

The post holder is overall responsible and accountable for accurate minutes of the Governing Body Committees.

- To work effectively with the chairs of the committees and Head of Finance and Business.
- To read through documentation sent with the agenda prior to the meeting.
- To take minutes during the meetings and prepare a draft for the Head of Finance and Business within 5 working days of the meeting. The Student Well Being Committee meeting is 5-7pm
- To chair that part of the meeting at which the chair is elected.
- To keep up to date with current educational developments and legislation, attend clerk training when appropriate and provide guidance to governors.
- To clerk governor panels, eg. pupil's disciplinary, on an adhoc basis.
- To maintain the JCS pages on Governor Hub, uploading documents etc.
- To maintain confidentiality at all times.
- To remain impartial at all times.
- Full training will be provided with the opportunity to complete the qualification.

### **General**

- To contribute to the ethos, work and aims of the school.
- To provide support to students and staff during periods of contact and help promote a general feeling of well-being within the school.
- To take responsibility for personal and team health and safety ensuring that all accidents and near misses are reported.
- To undertake other duties as directed by the Line Manager.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be

conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**May 24**