

**LINCOLN CHRIST'S HOSPITAL SCHOOL
WRAGBY ROAD, LINCOLN, LN2 4PN
VOLUNTARY AIDED LANGUAGE COLLEGE AND ACADEMY**

Tel: 01522 881144
Email: sroberts@lchs.eu
Web Site: www.christs-hospital.lincs.sch.uk

Lincoln Christ's Hospital School, located near Lincoln's beautiful cathedral, is truly comprehensive, with 1,425 students on roll, including over 300 in the Sixth Form.

**Clerk to Governors
G4 £18,319 - £19,819 pro-rata
(actual salary £1,643 - £1,817)
4 hours per week, 38 weeks per year**

The school is seeking a Clerk to Governors to start as soon as possible, although the start date is negotiable for the right candidate. This is a permanent contract based around 4 hours per week and over 38 weeks per year, but the successful candidate will have the flexibility to manage their working hours to suit the demands of the role.

Completed application forms and supporting letters should be sent for the attention of Mrs Sharon Roberts, PA to the Headteacher by email or post. Please note that we are unable to accept applications in the form of CVs. Please complete our Support Staff Application form which can be found on our website. A copy of the job description is also available on our website.

Visits to the school are welcomed.

Closing Date: noon Friday 8th June 2018
Interview Date: w/c Monday 11th June 2018

As we are committed to safeguarding our students, the post will be subject to an Enhanced Disclosure Check.



Ofsted "GOOD"
in all categories 2018



| | |
|--|--|
| JOB TITLE: Clerk to Governors | SAP Position No: |
| GRADE: G4 | |
| REPORTS TO: Chair of Governors | |
| 1. | <p>PURPOSE OF JOB:</p> <p>The purpose of the role is to service the Governing Body. This includes the preparation and distribution of agendas/minutes, attending meetings of the Governing Body, dealing with general correspondence and maintaining records of attendance and meetings etc.</p> |
| 2. | <p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>i To clerk statutory meetings of the Governing Body, its committees and additional meetings as required.</p> <p>ii Take notes at meetings including clerking disciplinary panels for students and staff, and produce minutes. Coordinate the distribution of minutes and supporting papers of Governors' meetings and its committees, liaising with the Chair over the minuting of sensitive issues.</p> <p>iii Liaise with Headteacher/Chair of Governors regarding preparation of agenda/supporting papers, ensure standard items appear on the agenda as appropriate, e.g. the annual appointment of the Chair and Vice-Chair, annual presentation of audited reports, annual report of curricula etc.</p> <p>iv Ensure that appropriate information is issued to all Governors within the time scales laid down.</p> <p>v Advise upon the conduct of the Governors' meetings in accordance with the Education (School Government) Regulations.</p> <p>vi To undertake all correspondence arising from the decisions taken at Governors' meetings. To deal with all correspondence received in consultation with the Chair of Governors and/or the Headteacher of the School as appropriate.</p> <p>vii To keep records of such meetings and correspondence and to follow them up in readiness for a report to subsequent Governors' meetings, liaising closely with the Chair and Headteacher throughout. Keep a Governors' attendance record at the Governors' meetings.</p> <p>viii To ensure that parental complaints are considered by the Governing Body in accordance with the approved complaints procedure.</p> <p>ix Maintain a Register of Interests and Eligibility to Service Register for the Governors and others as determined by the Finance Committee.</p> <p>x To administer the election process for Staff and Parent Governors.</p> |

| | |
|----|---|
| xi | Coordinate the induction and training of all new Governors and communicate details of new appointments to the Human Resources Manager. |
| 3. | <p>MANAGEMENT OF PEOPLE</p> <p>No supervisory responsibility.</p> <p>SUPERVISION OF PEOPLE</p> <p>No supervisory responsibility.</p> |
| 4. | <p>CREATIVITY AND INNOVATION</p> <p>Work generally carried out within procedures, occasional creativity in dealing with routine issues e.g. arranging meetings with outside agencies to deal with issues arising from Governors' meetings.</p> |
| 5. | <p>CONTACTS AND RELATIONSHIPS</p> <p>Regular contact with Headteacher, Chair of Governors of the School providing assistance, information or interpretation on readily understood rules.</p> <p>Some interaction with parents and outside bodies/agencies.</p> |
| 6. | DECISIONS |
| | <p>a) Discretion –</p> <p>Working within clearly defined procedures with appropriate discretion.</p> |
| | <p>b) Consequences –</p> <p>Impact on communication, however, generally matters which could be easily identified and quickly remedied.</p> |
| 7. | <p>RESOURCES</p> <p>Minimal responsibility for physical resources – standard office equipment i.e. computer and appropriate secure storage for sensitive documentation.</p> |
| 8. | WORK ENVIRONMENT |
| | <p>a) Work Demands –</p> <p>Limited changes in working practices.</p> |

| | |
|--|---|
| | <p>b) Physical Demands –</p> <p>Normal manual dexterity required associated with typing, periods of prolonged sitting requiring concentration.</p> |
| | <p>c) Working Conditions –</p> <p>Work generally carried out in an indoor environment.</p> |
| | <p>d) Work Context –</p> <p>Minimal risk to personal safety.</p> |

| | |
|-----------|---|
| 9. | <p>KNOWLEDGE AND SKILLS</p> <p>Experience of taking minutes. Keyboard skills. Ability to use word processing software. Qualifications equivalent to NVQ Level 2 (in an appropriate discipline) and/or other relevant experience. Good knowledge of School Government Regulations. Knowledge of basic accounts preferable.</p> |
|-----------|---|

| | |
|------------|----------------|
| 10. | GENERAL |
|------------|----------------|

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the School.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

| | Name: | Signature: | Date: |
|---|------------|------------|-------------|
| Job Description written by: [Chair of Governors] | | | |
| Job Description agreed by: [Postholder] | | | |