The Hall

Job Description

Job Title:	Clerk to the Governors
Reports to:	Head of Finance
Full Time/ Part Time:	Part time – 20 hours per week, Opportunity for flexible home working.
Weeks worked:	Term Time Only
Role Summary:	Support governance, compliance, policy oversight, legal matters, governor training, committee administration and the effective operation of the Governing Body.
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties and Responsibilities:

Governance and Compliance

- Ensure governance arrangements operate in line with the School's Governing Instrument, statutory requirements, and the expectations of relevant regulatory bodies.
- Manage the membership, structure and composition of the Governing Body, including appointments, reappointments, resignations, retirements and terms of office.
- Monitor changes in legislation, regulation and school status, ensuring their implications for governance are identified and communicated.
- Maintain statutory records and filings with the Charity Commission and Companies House, ensuring ongoing compliance.

Governance Advisory Support

- Provide professional and independent advice to the Chair and Governors on governance matters, regulatory obligations and best practice.

- Source or facilitate access to specialist legal, regulatory or external governance advice where required.
- Advise on the annual governance cycle, supporting the effective planning and scheduling of governing body business.

Governance Administration and Meetings

- Work closely with the Chair to prepare purposeful and strategic meeting agendas.
- Coordinate the timely circulation of agendas, reports and supporting documentation.
- Ensure meetings comply with quorum requirements and governance procedures.
- Maintain accurate attendance records and procedural documentation.
- Produce high-quality minutes that clearly capture discussions, decisions, actions, responsibilities and timescales.
- Maintain approved and signed governance records and oversee the publication of documents where required.

Governor Recruitment and Onboarding

- Liaise with HR to ensure all required vetting and eligibility checks, including identity verification, right-to-work checks, DBS clearance and safer recruitment requirements, are completed promptly.
- Manage governor registrations and updates with Companies House and the Charity Commission.
- Maintain records relating to declarations of interest, skills audits, appointments and attendance.
- Coordinate induction programmes, resources and support for new Governors.

Training, Development and Statutory Responsibilities

- Coordinate governor training and development activities, ensuring compliance with statutory safeguarding and governance training requirements.
- Maintain accurate training records and monitor completion of mandatory learning.
- Promote and facilitate ongoing professional development opportunities for Governors.

Governance Records and Website Compliance

- Maintain accurate and up-to-date governance records, registers and documentation.
- Ensure governance information published on the school website remains current and compliant with regulatory requirements.

Data Protection & Information Governance

- Lead the School's compliance with UK GDPR, the Data Protection Act 2018 and other relevant data protection legislation, providing advice and guidance to staff on their responsibilities.
- Develop, implement and review data protection, information governance and records retention policies, procedures and best practice.
- Coordinate data protection matters, including data subject requests, data breaches, staff training and compliance monitoring, ensuring appropriate management of personal information across the School.

Panels and Specialist Governance Functions

- Clerk statutory panels, including complaints, exclusions, appeals and other governance hearings as required.
- Provide governance support for Head appraisal, recruitment and appointment processes.
- Support the effective operation of committees, panels and working groups established by the Governing Body.

As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description.
Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Head/Head of the Junior School.

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Person Specification

The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential ***These are qualities without which the Applicant could not be appointed***	**Desirable** ***Extra qualities which can be used to differentiate applicants***	**Method of assessment**
Qualifications	• Relevant academic qualifications, for example A Levels and an undergraduate degree or equivalent	•	*Certificates*
Experience	• Excellent minute-taking	• Experience clerking a governing body (training available). • Company Secretary experience •	*Application form and references*
Skills	• Exceptional attention to detail.	•	*Application form, references & interview*
Knowledge	•	• Governance/legal/school compliance knowledge.	*Application Form & Interview*

Personal competencies and qualities	• Professional and confident presence. • Proactive, calm and dependable. • Team-focused and collaborative. • Discreet, principled and impartial.	•	*Application form, references & interview (including observed lesson)*