

DENBIGH SCHOOL

DRAFT JOB DESCRIPTION

Post: PA to Headteacher and Clerk to the Governing Body

You are required to carry out duties of the above post under the strategic direction of the Headteacher.

1. Acting as PA to the Headteacher:

These duties include the following:

- preparing responses to correspondence, producing reports and materials for the Headteacher as required
- ensuring that word processing/typing of correspondence, reports etc. is completed with a high degree of accuracy and attention to detail
- ensuring that, where necessary, all issues and incidents are followed through and appropriate action taken
- dealing with telephone calls and enquiries, ensuring prompt action is taken whenever necessary and following through on action taken
- organising and maintaining the Headteacher's diary
- maintaining accurate records of pupil exclusions and completing reports as required
- deal with all student enquiries/issues with care and efficiency
- ensuring that Headteacher is kept fully informed of urgent/important matters as they arise
- overseeing the secretarial provision for the Headteacher
- planning and developing systems and procedures to ensure the efficiency and quality of the office and support to the Headteacher
- overseeing the current and archive filing systems for the Headteacher and Governing Body.
- acting with efficiency, care and diplomacy as a front line contact representing the School in the absence of other senior staff where appropriate, e.g. to deal with parents, visitors to the School.
- checking documentation on School visits to ensure all appropriate information/consents have been obtained
- maintaining the highest degree of confidentiality in all matters and at all times relating to the work of the Headteacher and as Clerk to the Governing Body
- any other duties as required.

2. Acting as Clerk to the Governing Body, producing reports and information as required. The Clerk is accountable to the Governing Body, working effectively with the Chair of Governors, Headteacher and other Governors.

The main purpose of the job is to:

- ensure that full meetings of the Governing Body meetings are convened and reported on - at least one meeting to be held per term
- ensure that agendas are circulated 7 days prior to the meetings of the full Governing Body
- attend full meetings of the Governing Body and ensure that a record of the meeting is taken
- where necessary, attend to correspondence and telephone calls arising from decisions taken at the Governing Body meeting and report progress to the Governors
- maintain a record of attendance for all full Governing Body meetings
- give advice on the law as it affects the work of the Governing Body and advise the Governing Body on the Instruments and Articles of Government as appropriate
- liaise with Senior Academic Support Officers and the Academic Support Officer regarding matters concerning the Governing Body
- ensure that correspondence regarding decisions is sent to parents following Admissions Committee meetings
- assist in the preparation of documentation for Governors' Discipline Committee meetings, attend and take notes of these meetings and prepare correspondence to parents regarding decisions taken at the meetings
- attend and take notes on meetings of the Governors' Personnel Committee meetings
- ensure Governors receive details of the Schedule of Governors' meetings for the academic year at the beginning of the year
- ensure that a file of Governing Body meetings/signed minutes is maintained
- chair the part of the meeting at which the chair is elected
- advise that a register of Governing Body Pecuniary Interests is maintained, reviewed annually and lodged within the School
- where appropriate to do so, arrange for Criminal Records Bureau disclosures to be carried out on any Governors
- maintain a database of names, addresses and categories of Governing Body members and their terms of office
- arrange for an induction pack to be given to all new Governors
- maintain file of copy of current Terms of Reference and Membership of Committees
- advise Governors of expiry of terms of office and organise elections as appropriate.
- maintain records of all Governing Body matters and correspondence.
- deal with any formal complaint to the School in accordance with the School's Complaints Procedure. Where necessary, make arrangements for a meeting of the Complaints Committee to be held, and draw up an agenda for the meeting.