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## JOB DESCRIPTION

<b>JOB TITLE</b>	Clerk to the Governing Body
<b>LOCATION</b>	Energy Coast UTC, Blackwood Road, Lillyhall, Workington
<b>HOURS OF WORK</b>	0.2 full time equivalent, pro rata of 38 hours (7.6 hours per week), but working flexibly as required
<b>SALARY</b>	£15,472 full time equivalent (0.2 FTE pro-rata £3,094 pa)
<b>RESPONSIBLE TO</b>	Chair of Governors

### OVERALL PURPOSE OF JOB

- To be the Clerk to the Governors, undertaking clerk training if necessary.

The post holder will be required to work flexibly, this will always include evening meetings and occasional weekends, to ensure that the needs and priorities of the Governing Body are met. The hours of this role will be subject to constant change and unpredictable patterns of working.

### DUTIES AND RESPONSIBILITIES

#### Clerk to Governors

- Open email or letter correspondence addressed to the Chair of Governors, including all highly confidential correspondence and in consultation with the Chair of Governors/Principal, take appropriate action.
- Liaison with Governing body to arrange meetings, disciplinary panels and other meetings as required.
- Prepare for Governors meetings, ensuring agendas and information packs are sent in a timely manner considering legal requirements
- Attend all Governors meetings and take ownership of minutes and other associated documentation.
- Act as Company Secretary for the board of Governors and Directors and be registered as such with Companies House.
- Maintain and regularly update all director records with Companies House.

## Other Specific Duties

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy.
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Principal, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.