



MidKent College

Job Role Details		Last Updated: January 2011
Department / Location:	Medway – Corporate Office	
Job Title:	Clerk to the Governing Body	
Salary Grade / Job Level / Hours		0.8 (FTE)
Responsible to:	Chair of the Governing Body / Principal and Chief Executive	
Responsible for:	Organising the proper conduct of meetings of the Corporation	
Job Purpose Statement:		
<p>The role is designed to promote the effective governance of the Corporation. It is responsible to the Board of Governors to ensure that all proceedings are conducted in accordance with the provisions of the statutory instruments and Articles of Government including rules and regulations made under the Articles, the Education Acts (as modified from time to time) and general law.</p>		
Person Specification:		
Qualifications and Professional Memberships <i>[State whether Essential or Desirable]</i>		
<ul style="list-style-type: none"> GCSE grade C or equivalent in English & Mathematics or able to demonstrate appropriate level of competence. Relevant Clerk Qualification or willingness to work towards in specified timeframe. 		E E
Experience and Knowledge		Level
<ul style="list-style-type: none"> Committee work and administration of meetings of corporate bodies. Experience of organising Committee meetings Experience of working in a confidential environment. Understanding of the legal framework for the Governing Body Accurate minute taking and agenda preparation Appreciation of ethical issues relating to the conduct of those in public life 		E E E D E D
Core Competencies		Level
Communication <ul style="list-style-type: none"> Excellent and accurate standard of written and oral communication. Communicates with non-specialists and internal/external colleagues on work related issues of a specialist or technical nature (technical to non-technical). Explains the relevance of the information and avoids jargon. Provides step-by-step explanation where necessary and checks for understanding. Asks probing and wide ranging questions, and persists until understanding is achieved. Gives constructive and positive feedback to colleagues in order to facilitate more effective working practices. Asks for constructive and specific feedback from others and acts upon it. Has the confidence to admit when they do not know a fact or cannot commit to an immediate view without more research. Understands how feelings and emotions may impact on performance and controls emotions to minimise negative impact. 		2
Customer Focus and Service Delivery <ul style="list-style-type: none"> Understand how the team and department/function objectives fit into the overall College objectives and what outcomes are desired Thinks about the customer when undertaking day-to-day work. Makes decisions with the customer in mind 		2

<ul style="list-style-type: none"> • Gives timely advice in response to requests and enquiries. Takes pride in delivering a high quality product or service • Focuses on the level of service provided by the team, looking to improve current standards • Actively seeks out feedback from customers and passes this on to others in the team/area • Helps to determine customer needs and promotes the service provided by the team • Has input into the team and departmental objectives. Provides support and shares objectives with other relevant departments/functions 	
<p>Organising self and work</p> <ul style="list-style-type: none"> • Suggests and sets SMART objectives for self and in line with team objectives over short term (3-6 months). Measures and monitors own success. • Applies rules or procedures flexibly, depending on the situation or individual, to accomplish tasks more effectively. • Open about own learning needs and own weaknesses, finding ways to work to minimise these and build on strengths. • Responds effectively to changing circumstances. Remains focussed when faced with competing demands. • Provides an opinion from their own area of expertise. • Is aware of own shortfalls and takes charge of personal development. Accepts feedback from others without being defensive. • Is able to use relevant and appropriate technology to meet objectives and get the job done effectively. • Estimates time frames and makes schedules, planning ahead medium term. Breaks long or complex tasks down into parts. • Focuses on broadening own knowledge and understanding, reviewing own performance against objectives. • Develops a breadth and depth of understanding of own subject/area. Transfers new skills to new situations. • Is dependable and thorough taking a systematic approach and looking for ways to improve on own administration. • Seeks information on future workloads for coming weeks. 	2
<p>Working with others</p> <ul style="list-style-type: none"> • Actively includes others in team activities. • Capitalises on diverse skills and ideas. • Spends time helping others think through issues. • Speaks positively of others. • Challenges behaviour that is inappropriate to fostering a climate of respect and dignity for all. • Coaches others on practical tasks and basic technical skills by giving practical assistance to improve ability. • Recognises that the ways of getting things done in different departments and teams are not always the same. 	2
<p>Problem Solving</p> <ul style="list-style-type: none"> • Looks at data and identifies, then prioritises the key issues. • Applies own knowledge and expertise to develop new approaches. • Makes decisions within clearly defines processes and procedures but without supervision, within the bounds of their responsibility. • Develops alternative solutions, weighing up the pro's and con's and considering the reasoning behind standard approaches. Devises different ways to tackle a situation. • Generates new ideas and builds on the ideas of others. • Questions existing approaches and methods. 	2
<p>Building relationships</p> <ul style="list-style-type: none"> • Is able to influence or persuade department or area stakeholders and other members of staff who are not in their team • Maintains and develops a range of contacts in other areas, keeping them informed • Makes personal commitments in order to build trust and credibility • Negotiates difficult agreements 	3
<p>Managing and Leading</p> <ul style="list-style-type: none"> • Gives clear instruction and lets people know what's expected of them. Sets limits for others' behaviour • Accepts responsibility for own actions and performance • Is self-motivated and motivates others by enthusing them in their job role • Does not bully or harass and does not tolerate inappropriate behaviour in others • Builds others' confidence, making them feel better equipped to do their jobs • Seeks feedback from others to challenge own assumptions about an individual's performance or development need • Identifies self-training needs and current job related needs of others within their team 	1

<ul style="list-style-type: none"> • Understands current situation and standards within the College and how it fits with the College Strategic Plan • Pro-actively informs others of the need for change • Understands the importance of working within given budgets and managing resources appropriately • Provides support and advice on tasks, enabling others to tackle similar problems without assistance in the future <p>Role Specific</p> <ul style="list-style-type: none"> • Has a good understanding of the job role and relevant experience needed to be effective in the workplace • Can apply to relevant areas • Has qualified to the required standard for the job role 	2
Organisational Information	
<p>All staff are expected to: Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <p>Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</p> <p>Following local codes of safe working practices and the MidKent College Health and Safety Policy.</p> <p>Undertake such other duties within the scope of the post as may be requested by your Manager.</p>	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • Ensure appropriate conduct of meetings, checking for quoracy and prepare committee terms of reference and rules relating to composition, quoracy, chairing and frequency of meetings in accordance with the Instruments and Articles of Government for approval by the Corporation. • Formulate agendas, organise supporting reports and briefing papers for all forthcoming meetings liaising with the Chairman, Chief Executive, staff and Governors as appropriate. • Timetable all meetings of the Corporation and committees, calling meetings on proper written notice, distributing agendas and supporting papers in a timely fashion. • Minute meetings, ensuring that appropriate arrangements are in place for continuity in the absence of the appointed clerk. • Administer procedures approved by the Corporation for making certain information available to the public in accordance with the principle of open and transparent accountability including the relevant registers, rules and codes of conduct, ensuring that all registers, copies of the Statutory Instruments and Articles of Government are available for public inspection • Provide guidance and support to the Corporation and the Corporation's committees on issues of corporate governance, giving independent guidance on statutory and constitutional matters through the chairman. • Make professional advice available to the Corporation and individual members in accordance with approved procedures including the appointment process and associated procedures for new members of the Corporation and appointments to committees. • Take appropriate action should any member of the Governing body or one of the committees appear to be at risk of acting outside of their powers or proposing actions that may be unlawful. • Ensure that all Governors are fully cognisant of the system for reimbursement of Governors expenses. • Produce and circulate digests and summaries of relevant funding information, circulars and papers to Governors and all relevant Senior College Staff. 	
Special Requirements:	
<ul style="list-style-type: none"> • The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • Evening work may be required to service parent evenings and open events. • During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties or with specific permission given on behalf of the College. 	
To be signed by the post holder:	
Signature:	Date: