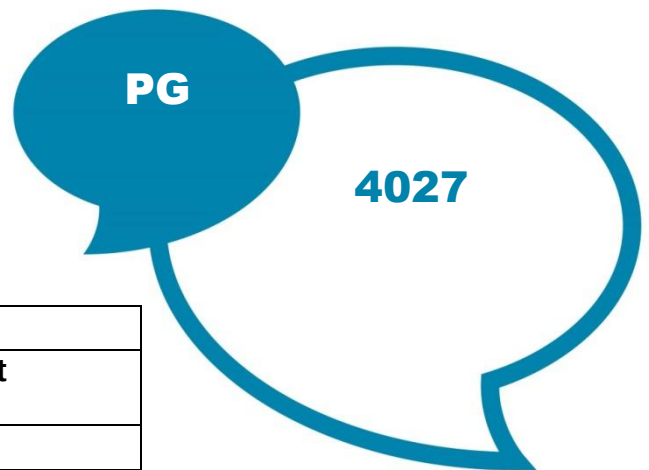


Post Specification



Date	May 2025
Post Title	Clerk to the Management Committee – Level 2
Role Profile	BS5
JWCs	30
Final Grade	5

To be read in conjunction with your role profile

Service Area (brief description)
West Cumbria Learning Centre
Purpose of this post
To be accountable to the Management Committee, working effectively with the Chair of the Management Committee, and with the Head Teacher and other members. The clerk will be responsible for advising the Management Committee on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Management Committee business and observe confidentiality requirements.
Key job-specific accountabilities

Meetings

- Prepare an agenda, with the Chair and Head Teacher, that takes account of national and local government issues, and is focused on school improvement.
- Encourage the Chair and others produce agenda papers which are submitted on time for circulation
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting
- Record the attendance of members at the meeting and take appropriate action re absences
- Take notes of the Management Committee meetings to prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions
- Send drafts of minutes to the Chair and Head Teacher / Deputy Head Teacher for amendment/approval by the Chair
- Copy and circulate the approved draft minutes to all members within the timescale agreed with the Management Committee
- Advise absent members of the date of the next meeting
- Keep a minute book, or file of signed minutes, as an archive record
- Following the approval of the minutes at the next meeting forward a copy to the LA, if requested
- Chair the Management Committee meeting during the election of the Chair, if requested
- Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Management Committee
- Advise the Management Committee on governance legislation and procedural matters where necessary before, during and after the meeting

Membership

- Maintain a database of names, addresses and category of Management Committee members, and their term of office
- Inform the Local Authority (GST) of changes of membership and of post holders
- Initiate a welcome pack/letter being sent to newly appointed members including details of terms of office, by informing the Local Authority (GST)
- Advise members and appointing bodies of expiry of the term of office before the term expires, so elections or appointments can be organised in a timely manner
- Inform the Management Committee of any changes to its membership
- Maintain members meeting attendance records and advise the Management Committee of non-attendance of members
- Advise that a register of Management Committee pecuniary interests is maintained, reviewed annually and lodged within the school
- Ensure that all members, including new members and re-appointees, are cleared to carry out their duties (Safer Recruitment)
- Assist with the elections of parent and staff members
- Maintain copies of current terms of reference and membership of committee and working parties and nominated members
- Maintain a file of relevant DfE and LA documents

Advice and Information

- Ensure that new members have a copy of the DfE 'Guide to the Law' and other relevant information
- Make arrangements for outgoing members to return copies of 'A Guide to the Law' and any other relevant documentation
- Keep up to date with current educational developments and legislation affecting school governance
- Ensure that statutory policies are in place, and that a file is kept in the school of policies and other documents approved by the Management Committee
- Access appropriate legal advice, support and guidance when necessary
- Advise the Management Committee on procedural issues
- Follow the Management Committee's agreed policy, provide/arrange support for new members
- Advise on the requisite contents of the School Web-site
- Attend briefings and participate in professional development opportunities
- Help to produce a Management Committee Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Management Committee and its sub-committees

Key facts and figures of the post

Budget Responsibilities

- None

Staff Management Responsibilities

- None

Other

- None