



## **Job Description for Clerk to Governors/ Compliance Officer**

**Reports to: Bursar / Chair of Governors**

### **Main Purpose:**

- \* To provide the necessary administration to ensure the smooth and effective running of the Board and its committees.
- \* To establish the necessary systems and processes and manage them to ensure the School's compliance with requirements from OFSTED, Academies Financial Handbook and the Governance Handbook
- \* To work with the Bursar and IT manager to ensure all statutory requirements in particularly relating to the new General Data Protection Regulation are in place providing necessary exception reports where and when gaps are identified.

### **Management responsibilities:**

- \* None

### **Main Activities:**

#### **Clerk to the Governors**

- \* Together with the Chair, Headmaster and Bursar, prepare the agenda for full board meetings and ensure all papers are sent out 7 days in advance of the meeting.
- \* Prepare the annual Board Plan, including meeting dates for the full board and committees and dates for training and school visits, ensuring contributors are informed of their obligations.
- \* Ensure the Board Plan is properly administered and the Chairman informed where slippage may occur.
- \* Arrange the location and set up for the meeting, attend to take minutes and keep all board members informed of dates and times.
- \* Ensure all appointments and resignations are recorded in the Company's books, at Companies House, in the Edubase system and on the website. Ensure the Chair is informed well in advance of Trustees coming to the end of their term, arranging the election of parent trustees when required and the annual election of the Chair and Vice Chair.
- \* Maintain the Trustees section of the website ensuring all information required to be on the website is current.
- \* Provide information for new trustees in the form of a welcome pack.
- \* Keep up to date with current educational developments and legislation affecting school governance and disseminate it to the Board.

- \* In liaison with the Deputy Headmaster, ensure that the annual cycle of review of policies takes place and that all approved policies are uploaded to the website.
- \* Be the main point of contact for complaints that reach Trustee level arranging meetings where necessary and attending to take minutes if required and within your working schedule. Ensure that timelines are strictly adhered to.

### **Compliance officer**

- \* To ensure compliance with OFSTED, Academies Financial Handbook and the Governance Handbook with regard to the website and other school publications with particular focus on the school's policies. Provide a system of exception reporting to the Board.
- \* Ensure school policies are consistent and meet all statutory requirements.
- \* Work with the Bursar and IT Manager to formulate a plan to meet the new requirements of the General Data Protection Regulation due to come into effect in May 2018.
- \* Implement and monitor the plan. Ensure that staff are meeting the requirements and actions put in place organising training where necessary by exception reporting to the Trust Board.
- \* Keep up to date with all data protection legislation referring to the school's legal advisers where necessary.

### **General**

- \* Organise and participate in meetings as required.
- \* Any other duties commensurate with the duties/responsibilities/grade of the post
- \* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. This post requires early evening working.