



Kimberley
School



Governing Body Minute Taker

Application Pack

Job Title

Governing Body Minute Taker



Kimberley is a great school and this role will enable you to help our school and our students by attending governing body meetings and taking accurate minutes. The governing body of Kimberley School aim to enable every student to achieve or surpass their academic and social potential. They have driven significant improvements across all aspects of the school and are now providing the secondary school education that this community deserves. This is an opportunity for you to support them in this work.

The successful candidate will report to the Chair of Governors. Your role will be to attend governing body meetings to take notes of the key points and decisions. You will then work at home to produce minutes of the meetings in the agreed format and these will be submitted to the Chair of Governors in an agreed timescale.

The governing body meet five times a year, with meetings starting at 4:30pm and typically finishing by 7pm. All the governing body meetings are held in the school. The governing body do, on occasion, hold additional committee meetings. There may be an opportunity for the successful applicant to attend and take minutes at these meetings.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety. The ability to main confidentiality will be a key feature of this role.

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

This application pack includes a job summary, job description and person specification. Applications must be made on an EMET application form, which you can download from the [East Midlands Education Trust website](#). Please note that CVs will not be accepted. When you complete the application form please set out in your answer to question 6:

- Why you want this post; and
- The skills and experience that you will bring to the post.

If you have any questions or would like an informal discussion about the post please contact Wendy Bellamy, Leadership Support Team Leader, by email - hr@kimberleyschool.co.uk

Closing date for receipt of applications: 9am on Monday 27th June 2022

JOB DESCRIPTION

Kimberley School Governing Body Minute Taker

Post:	Local Governing Body Minute Taker
Grade/Salary:	Scale 3. £10.39 per hour - £10.81 per hour
Responsible to:	Kimberley School Chair of Governors.
Hours of work:	8 hours for each meeting of the Governing Body. This includes time to prepare, attending the meeting and time to write up the minutes.
Location:	The Kimberley School

Overview

- The Minute Taker will attend meetings of the Kimberley School Governing Body and record accurate minutes. Scheduled meetings take place on five occasions each year and run from 4:30pm until 7:00pm. Other meetings may be called during the year.

Duties and Responsibilities. The minute taker will

- Read the documentation for governing body meetings in advance
- Record the attendance of governors at the meeting
- Take accurate notes of the governing body meetings to prepare minutes, including questions and answers and who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions
- Within 5 working days of the governing body meeting, provide a draft copy of the minutes to the Chair of Governors and head Teacher
- The Minute Taker may also be asked to take minutes at other governing body committee meetings and will be paid at an hourly rate for these.

Knowledge and Understanding

The Minute Taker will:

- Develop a working knowledge of the governing body's code of conduct and strategic priorities
- Develop an understanding of the school's specific culture, values and ethos
- Develop a working knowledge of the school's scheme of delegation
- Maintain confidentiality concerning all Trust matters with all persons other than authorised persons or agencies.
- Ensure confidentiality of records and information is maintained in line with the General Data Protection Regulations and Act 2018 and other legislation to do and in liaison with line manager to provide admin support to ensure GDPR compliance.

PERSON SPECIFICATION

Kimberley Governing Body Minute Taker

<u>Qualifications/training</u>	
5 GCSEs at grade C/Level 5 or above (incl. English and Maths) – or equivalent	Essential
Formal ICT training	Desirable

<u>Experience</u>	
Experience of working as a governing body clerk or minute taker	Desirable
Work in schools, academies or colleges	Desirable

<u>Skills</u>	
Excellent communication skills	Essential
Good systems knowledge and ability to use Word Processing Software	Essential
Highly organised, efficient and accurate	Essential
Ability to maintain confidentiality	Essential
Ability to process information and meet deadlines required by the school	Essential
Ability to produce meeting minutes/effective minute taking	Essential

<u>Qualities</u>	
Ability to work with accuracy under pressure	Essential
The ability to manage conflicting priorities	Essential
Suitable for work with children	Essential
Willingness to continue learning and developing the role to meet the changing needs of the school	Essential
Commitment to excellence and personal endeavour	Essential