

NORTHERN SCHOOL OF CONTEMPORARY DANCE

JOB DESCRIPTION

POST: Clerk to the Governing Body

REPORTING TO: Chair of Governors

MAIN PURPOSE OF POST: To support and contribute to the effective governance of the Corporation

DUTIES:

1. To ensure that the proceedings of the Board are conducted in accordance with the provisions of the statutory Instrument and Articles of Government; and with rules and regulations made under the Articles, the Education Acts and the general law.
2. To promote sound standards of governance and act as a guardian of integrity, with reference to the Principles of Public Life and to maintain the Governor Code of Conduct.
3. To manage the administrative aspects of Board and Committee meetings including establishing an annual calendar of committee meeting dates, preparing agenda, minutes, drafting and circulation of papers and ensuring that meetings are conducted in accordance with the requirements of the relevant constitutional documents.
4. To have an active and effective role in the conduct of Governor's meetings, by ensuring that Board members are fully informed on all matters of interest to them and that their debates are furnished with briefing papers, reports, verbal contributions and other information that enable them to fulfil their function; and by providing independent advice to the Board on statutory and constitutional matters, together with the Corporation's own procedures.
5. To liaise with Board members and colleagues as appropriate to ensure appropriate actions are taken following Board decisions.
6. To give independent advice to the Chair, Vice-Chair, Committee Chairs and Senior Leadership in their respective roles.
7. To act as a point of contact for Board members between meetings, providing support for them in their role and for all enquiries relating to the Board's work.
8. To ensure that the membership of the Board is maintained as stipulated in the Instrument of Governance, ensuring an appropriate balance of skills, knowledge, experience and diversity, and to facilitate at every stage the recruitment of formal appointments and the induction of new Board members.
9. To maintain the stipulated registers, codes and records with regard to Board members including in relation to eligibility and declarations of interest; to ensure that the official books of the Corporation are available for public consultation, as required by statute.
10. To take appropriate action if and when the Governing Body, the Chair or one of the committees appears to be at risk of acting outside their powers or to be proposing actions that be unlawful.
11. In exceptional circumstances, to inform the Board directly of any material concerns relating to the School in areas in which the Board has legitimate interest or for which it has formal responsibility.

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12. To guide and advise the Board of changes in Government policy relating to Higher Education, which will assist in timely strategic planning and risk management. To accept and discharge such other formal duties relating to the post of Clerk. For example in the recruitment of designated senior posts.
13. To work with and liaise with the Head of Quality and Compliance to ensure committee processes between Board and Committees are mirrored.
14. To support the development of policies with both the HR Manager and Head of Quality and Compliance.
15. To follow the School's Code of Practice in matters such as Health and Safety, Equal Opportunities, Data Protection and Safeguarding.
16. Follow all agreed Quality Assurance systems within the School

Clerk to the Governing Body - Person Specification

Essential Criteria

- Substantial senior administrative experience, working with Board and Committee members.
- Excellent organisational and interpersonal skills.
- Working in an environment which requires initiative and self-motivation.
- Have a flexible approach to working hours, including attendance at evening meetings.
- Excellent listening, oral and literacy skills.
- Be a person of integrity, maintaining confidentiality.
- Able to remain impartial

Desirable Criteria

- Higher Education knowledge and experience would be an advantage, particularly in respect of educational legislation, guidance and legal requirements.

Terms and conditions

Place of employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH.
Hours of work:	15 hours per week (0.4FTE)
Remuneration:	£50,281 pro rata, (£20,112 actual salary)
Contract:	Permanent
Probation:	6 months
Leave entitlement:	35 days (pro rata), plus 8 bank holidays (pro rata) and up to 3 discretionary days between Christmas and New Year
Period of notice:	4 months
Pension:	Local Government Pension Scheme available (West Yorkshire Pension Scheme)

Clerk to the Governing Body 2025