



British  
International School  
Riyadh

## **JOB DESCRIPTION: Secretary to the Governing Body**

**LINE MANAGER:** Chair of Governors

### **JOB PURPOSE**

The Secretary to the Governing Body (GB) is accountable to the GB, working effectively with the Chair of Governors, the Principal and other committee governors. The administrator will provide efficient and professional administrative assistance to the School's Board of Governors.

### **JOB ACCOUNTABILITIES**

#### 1. Advisory duties

- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body;
- Offer advice on best practice in governance, including on committee structures and self- evaluation;
- Advises on the annual calendar of governing body meetings and tasks and assist in the production of a Year Planner for the GB and its committees;
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice;
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

#### 2. Effective administration of meetings

- With the Chair and Principal, prepare a focused agenda for the governing body meeting and committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate;
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the Principal;
- Circulate the reviewed draft to all governors (members of the committee), the Principal (if not a governor) and other relevant body, such as the local

authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body;

- Follow-up any agreed action points with those responsible and inform the chair of progress.

### 3. Membership

- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Maintain a record of training undertaken by members of the governing body; and Maintain governor meeting attendance records.

### 4. Management of Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, Special Educational Needs and Disabilities (SEND);
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence;
- Ensure any associated GB or board committees documentation is maintained, stored, or archived as appropriate.

Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the school's website

### **Optional Tasks** (for negotiation between the general administrator and the GB)

- Assist with the elections of parent governors;
- Assist with the organisation of the Annual Parents' Meeting (APM);
- Secretary to the APM;
- Prepare briefing papers for the GB as necessary for the APM.

### **Knowledge, Skills and Experience**

- Essential personal attributes to include: high levels of integrity; confidentiality; impartiality;
- Good interpersonal skills, listening, verbal and literacy skills;
- Agile with a flexible approach to irregular working hours;
- High levels of attention to detail, e.g. for writing agendas and accurate, concise minutes;
- Good ICT skills with an ability to work with various IT systems (e.g. MS Office, Google doc suite);
- Ability to research relevant information;
- Excellent time management and ability to work to deadlines;
- Strong organisational skills to arrange and coordinate schedules / meetings and associated documentation;
- Effective document management, record keeping, information retrieval and

dissemination of data and documentation;

- Developing and maintaining stakeholder relations with outside agencies;
- Willingness to attend/ complete appropriate training and development;
- Ability to work proactively, take initiative and be self-motivated/ driven;
- Ability to work independently or as a member of a team.

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed