

**ALL HALLOWS CATHOLIC SCHOOL  
and SIXTH FORM COLLEGE**

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**JOB DESCRIPTION: CLERK TO GOVERNORS & TRIPS  
ADMINISTRATOR**

**JOB PURPOSE**

To support the Governing Body, teachers, students and the whole school community. The post-holder must have strong written communications skills, be highly organised, and have excellent attention to detail. This position requires complete confidentiality to be maintained at all times, and a secretarial or PA background would be advantageous.

**RELATIONSHIPS**

The post holder is responsible to the Administration Manager, the Headteacher, and the Chair of Governors.

*All staff of All Hallows Catholic school should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.*

**RESPONSIBILITIES & KEY TASKS**

**CLERKING**

- Arrange schedule of Governor meetings; inform Governors, book rooms and catering
- Attend meetings, prepare agendas, circulate papers, produce minutes
- Organise papers and minute all;
  - Student Discipline, Personnel, Stage 3 Complaints meetings
- Arrange meeting to review Admissions policy and procedures annually in November
- Liaise with DfE, LA, and Diocese to ensure policies are compliant
- Attend termly Clerk to Governor briefing sessions, and training as appropriate
- Appeals; liaise with Surrey Appeals, set timetable, prepare papers, submit appeals
- Ensure Terms of Reference are updated annually in the Autumn Term
- Advertise and manage the process for all Governor vacancies, including DBS clearances
- Process DBS clearances for all new Governors
- Update school website and sa.education.gov.uk with relevant Governor information
- Annually update Terms of Reference, Declarations of Interest, and Code of Conducts
- Sign new staff contracts on behalf of the Chair of Governors when they are unavailable
- Child protection; maintaining student files, compiling data as requested
- Attend and minute child protection related meetings as required

**TRIPS**

- Produce letters in a consistent format for all trips (whether day trips or residential), and distribute accordingly
- Checking trips entered correctly on Evolve, submit student numbers to Catering Team
- Collect in all student documentation; medical forms, copies of passports and EHICs to pass on to Trip Organiser

- Copy trip booklets and associated paperwork
- Awaydays; update and distribute letters to tutors, provide a schedule to Finance
- Day trips; obtain quotes for activities, performances etc, and book via Finance
- Collate emergency lists for all day trips
- The Clerking & Trips Administrator, and the Communications & Reprographics Administrator are jointly responsible for maintaining, organising and producing resources for classroom use as directed by teaching staff and to assemble and mount displays in classrooms and corridors
- Attend one of either GCSE or A-Level results days during the Summer Holidays as arranged with the Administration Manager
- Attend at least one or more Parents Evening, or Open Evening during the academic year as arranged with the Administration Manager

The post holder will provide backup support to the Communications and Reprographics Administrator as required for the following;

- Creating documents using Microsoft Office Suite and SIMS
- Producing whole school letters, maintaining a consistent format
- Processing reprographics orders (photocopying, laminating, binding)

This job description is not an exhaustive list, and the post-holder may be expected to undertake general administrative work throughout the year as is reasonable and appropriate.

### **FLEXIBLE WORKING**

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

### **HEALTH AND SAFETY:**

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

*All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.*

### **GENERAL**

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

### **NOTE**

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the School Bursar and her team.