



Job Description

Job Title: Secretary/Clerk to the Board of Governors
Responsible to: Director of Governance, Risk & Compliance
Hours: Term Time Only plus 1 week
Negotiable hours up to 37 per week

Summary:

The Secretary/Clerk to the Board of Governors provides high quality administrative and organisational support for the Board of Governors and provides general administrative support for the George Heriot's Charitable Trust. In addition to preparing agendas, taking minutes and ensuring actions are recorded and progressed, the Secretary/Clerk supports the Director of Governance, Risk, and Compliance (Director of GRC) to help ensure the Board functions efficiently and compliantly.

Key Duties and Responsibilities:

The key duties and responsibilities of the role are detailed below. This list is not intended to be exhaustive and may be reviewed from time to time, in line with business requirements

Meeting administration:

- Coordinate the scheduling and logistics of Board and Committee meetings
- Coordinate and establish the schedule of Board meetings for the academic session
- Work with the Chair, Principal, Director of Governance Risk and Compliance and Governor Conveners to prepare meeting agendas and to circulate these with relevant meeting papers in a timely manner
- Ensure timely notification to non-Board members of information, presentations, and papers to be submitted to meetings
- Support Governors to document annual workplans to inform agendas
- Attending all meetings of the Board, Sub-Committees and subsidiary companies and take accurate minutes of these meetings
- Develop, monitor, and progress action trackers for Board and Committees
- Maintain a log of key decisions made at Board and Committee meetings

- Undertake additional duties as required to support operational needs, which may include assisting with catering arrangements, setting up recorded online meetings, and other ad hoc tasks as required

Governance and compliance:

Support the Director of Governance, Risk and Compliance to:

- Maintain and update the Board records such as Skills matrix, Register of Interest and terms of office
- Arrange training and conference attendance for Governors as required
- Support the Director of GRC with official communications to OSCR and Companies House
- Support the Board in complying with Trust Regulations and all applicable legal and regulatory frameworks.
- Maintain governing documents, policies, and meeting records and ensure they are securely filed and appropriately accessible
- Working with HR, maintain the record of all Governor appointments/ renewals of terms of office/ resignations, advising the Director of GRC of forthcoming vacancies, supporting the nomination procedures as appropriate and managing the induction of new Governors and leavers process for retirees. Provide support in ensuring up to date School policies and procedures are in place and updated periodically and approved by the Board
- Coordinate the preparation of and oversee the final review of the Governors' Report for the Consolidated Financial Statement.

Support and communication:

- Serve as the main administrative point of contact both for the Board and external communication to the Governors
- Communicate with board members, staff, and other stakeholders
- Support the Chair, Principal and Director of GRC in the effective running of the Board
- Work closely with the Principal's EA and Development Office to help coordinate, manage and attend key Governor events in the school calendar year (eg: Governors' Strategy Day, Annual Founders Day etc)
- Maintain an up to date and efficient filing system and Board database
- Facilitate alignment of Board activities with its primary functions and objectives.
- Ensure procedures remain up to date while identifying opportunities to improve efficiency.

Skills and Attributes Required:

- An understanding and empathy for the ethos and objectives of George Heriot's Trust – including the School and its Foundation

- Significant proven experience of providing a range of administrative support to Senior Managers, including organisation of large meetings and preferably with experience of taking minutes at Board/ Senior level.
- Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment.
- Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation.
- Demonstrates exceptional attention to detail, ensuring accuracy and consistency in all tasks.
- Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team, to make things happen.
- Excellent computer skills, in particular Word, Excel and PowerPoint to intermediate level.
- Experience of creating, documenting and implementing a range of organisational systems, processes and procedures to ensure efficient and effective working.
- Previous experience of working within either a legal or compliance and risk management environment, would be advantageous but is not essential.
- Sensitivity to data, probity, and the management of data in a school environment

Additional Information

- Whilst we endeavour to keep the majority of Governor meetings to within the school day, some meetings will take place in the evenings after school along with other key events throughout the year that you may be required to attend. Dates are planned and signposted well in advance and so the ability to be flexible with working hours on these occasions is required.
- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust,
Scottish Charity number SC011463*