

# PENNTHORPE

## MINUTE TAKER JOB DESCRIPTION



### PURPOSE OF THE ROLE:

Reporting to the Clerk to the Governors, the school is seeking an experienced and highly organised self-employed Minute Taker to provide accurate, confidential and timely minutes for meetings of the Governing Body and its sub committees. This role supports the effective governance of the school and requires a high degree of professionalism, discretion and attention to detail.

This role would suit someone with strong written English, good listening skills, and the ability to produce accurate, well-structured minutes.

### SELF-EMPLOYMENT TERMS:

**Part time, term time only**

**Hours:** Generally, two to three hours at school in the late afternoon, four times per term, three terms per year. Plus, an expectation of a further three hours at home compiling draft minutes. These timings are approximate.

**Pay scale:** £16 per hour

### REPORTING LINES:

**Post Holder:** To be appointed

**Reporting to:** Clerk to the Governors

### WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence
- To assist parents and pupils in gaining their first choice of senior school
- To empower and instil inner confidence and mutual respect
- To value every child, identifying and developing each child's strengths and passions
- To provide excellent care and guidance whilst encouraging independence
- To inspire all to participate fully in the wider life of the school
- To ensure all have an understanding of their place in the local and global community

## THE ROLE:

- Attend scheduled meetings of the Full Governing Board (three per academic year) and three Sub-Committees (three per academic year) as per pre-determined dates
- Record accurate and impartial minutes reflecting decisions made, actions agreed and key points of discussion
- Note declarations of interest, apologies and attendance in line with governance best practice
- Produce clear, concise and well-structured draft minutes from home within an agreed timescale (normally within 5–7 working days)
- Amend draft minutes in line with feedback from the Clerk prior to circulation
- Prepare final minutes for formal approval at subsequent meetings

## SKILLS AND EXPERIENCE:

### Essential:

- Proven experience in minute taking for boards or committees (school governance experience desirable but not essential)
- Excellent listening, summarising and written communication skills
- Strong attention to detail and ability to capture complex discussion accurately and clearly
- High level of professionalism, discretion and integrity
- Ability to work independently and meet agreed deadlines

### Desirable:

- Experience working with governing bodies, trustees or committees
- Familiarity with independent school or charity governance
- Confidence using common document formats (e.g. Word, PDF) and secure electronic communication

*This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.*

Signed ..... Post holder

Signed ..... Clerk

Date: .....