Job Description

**Trust Clerk**

**Grade:** Kent Range KR 7 (Part time)

**Hours:** Meetings to be serviced : 5 x Trust Board, 11 Trust Sub Committee, 1 x Member, 45 Local Monitoring Council Meetings.

The hours for this role are not fixed due to the nature of the post. Therefore, the post holder must be flexible in their approach and be able to:

* Attend Trust Board and committee meetings (am)
* Attend Members meetings (evening)
* Attend Local Monitoring Council meetings (day / evening)
* Attend employee hearings and appeals as required (extra hours)
* Visit Trust schools to carry out admin duties ( as required)
* Work at home on their own initiative to meet deadlines
* Travel between all Trust sites
* Have access to a PC and internet connection at home

**Weeks:** Term-time only (38 weeks at 25 hours per week)

**Salary:** £23033 - £26075 (pro rata)

**Reporting to:** Trust Chair

**This is a permanent position** (subject to a 6 month probationary period)

**Purpose of the job**

* Provide high quality professional clerking to Our Community Multi Academy Trust and its schools (Bredgar CE Primary, Borden CE Primary,(joint LMC), Minterne Juniors and The Oaks Infants. Milsted & Frinsted CE Primary, Selling CE Primary, Petham Primary , Dymchurch Primary , Lydd Primary, Lynsted & Norton Primary), directly contributing to the effective functioning of all levels of Trust governance ensuring the processes and procedures of governance are administered effectively
* Provide advice to Directors and local governors on governance, constitutional, legal, and procedural matters, within the current legislative framework
* Production of high quality paperwork with excellent attention to detail particularly when proof reading papers for clarity and accuracy

**Key duties and responsibilities**

* To professionally clerk all Trust, Local Monitoring Council and including the Members Annual General meeting.
* Minute employee hearings and appeals conducted by the Directors/local governor panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
* Have a clear understanding of the Memorandum and Articles of Association, Scheme of Delegation and other operational documents of the Trust and ensure the conduct of all meetings comply with these key documents
* Support and guide governors at all levels of the Trust to understand their delegation and responsibilities
* Liaise with each meeting Chair to prepare a timely, purposeful agenda which includes Trust and government items and is focused on the core responsibilities of governance
* Liaise with those preparing papers for each meeting, ensuring relevant papers are available on Office 365 at least 7 days in advance. Prepare copies of papers to be available at each meeting as required
* Take minutes of all governance meetings, circulating a professional set of draft minutes to the Chair for comments within one week of the meeting being held. Following amendment and approval of the draft minutes at the subsequent meeting, publish the final minutes to Office 365 within 7 days advising all relevant governors of their availability. Follow up any agreed action points with those responsible and keep Chair informed of progress
* Keep a record of attendance and receive apologies for meetings, taking appropriate action regarding absence, monitoring that each meeting remains quorate. Notify the Chair of any likely disqualifications by reason of consistent non-attendance. Arrange for a welcome pack/letter to be sent to newly appointed Directors/Members/Local Governors including details of their term of office and ensure that all systems are properly administered. Ensure new Directors/local governors have a copy of the Guide to the law and other relevant information to ensure they act within statutory requirements. Direct new Directors/governors to appropriate induction materials/course to ensure they can act appropriately and effectively
* Advise CEO/Chair of 3 months in advance of a term of office coming to an end
* Maintain up to date membership records for all levels of governance, including terms of office, DBS status, vacancies, and a list of committees and/or link membership. Responsible for updating any membership changes to Get Information about Schools. Ensure the relevant member of Trust staff is informed of any changes in membership in a timely manner in relation to updating:
	+ Trust and individual school’s websites
	+ Access rights to Management Information Systems and subscriptions
	+ Companies House records
* Maintain a list of Director/local governor visits and ensure approved reports of their visit are circulated appropriately prior to each meeting
* Maintain a central inspection file of signed minutes and papers for the Our Community Multi Academy Trust, LGB meetings and meetings of Members AGM. Ensure copies of minutes are sent to relevant bodies on request and are published as agreed.
* Communicate educational matters of Trust wide significance with the Board of Directors and constituent schools in a timely manner commensurate with the importance of the information.
	+ Maintain records of correspondence
	+ Maintain register of Director/governor pecuniary interests and ensure the record of business interests is checked and updated at least annually
	+ Maintain a record of training undertaken at all levels of governance.
	+ Maintain compilation of skills audits, updated at least seasonally
	+ Promptly circulate key governance updates EG DfE, NGA
* Maintain regular contact with CEO/Chairs to assist with any other tasks in relation to Trust governance as may be required
* Provide an advisory role for Directors/local governors keeping them up to date on matters concerning school governance and their obligations as company directors
* Liaise with all those eligible for election to a chair or vice chair vacancy to determine whether they are willing to be candidates, list on the agenda, at which the election is to be held, those who are willing to be candidates, and act as non-voting Chair of Governors for the part of a meeting at which the Chair of Governors is elected to ensure that membership of the board is in accordance with legal requirements.
* Advise Chairs on succession planning of all levels of Trust governance
* Ensure terms of reference for all Trust committees are reviewed annually
* Manage any elections for Chair/Vice Chair at all levels of Trust governance
* Contribute to the production of the annual Trust planner of governance meetings and tasks.
* Act as the first point of contact for Directors/local governors with queries on procedural matters
* Attend Clerk’s Briefings including relevant accreditation as appropriate. Undertake regular professional development through training and other learning activities as required
* Access and action specialist advice from external agencies to assist with duties. Keep up to date with current educational developments and legislation affecting school governance, informing Directors/governors of any changes to its responsibilities as a result of change in school status or relevant legislation
* Offer advice on best practice in governance, including on committee structures and self-evaluation
* In conjunction with Chairs and Trust Senior Leaders, ensure statutory policies are in place and revised when necessary
* Perform any other reasonable tasks that may be determined by Directors/governors from time to time
* Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
* Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
* Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children
* Any other work requested by, and deemed appropriate by the CEO or Trust Chair

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

**Trust Clerk**

Applicants should describe in their application how they meet these criteria

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|  | Essential | Desirable |
| Qualifications / Education | * Qualified, or willing to undertake, a recognised clerk’s development programme based on the clerk’s seven core competencies
* GCSE grade A\*-C in English and mathematics
 | * Recognised shorthand qualification
* Recognised typing qualification
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| Experience | * Experience of organising meetings, preparing agendas, and taking accurate, concise minutes
* Experience of producing a range of documents and reports using Microsoft Office
 | * Working in an environment where experiences included taking initiative and self-motivation
* Working a member of a team
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| Skills | * Excellent minute taking skills
* Excellent written, verbal, and oral communication skills
* Strong ICT, including keyboarding skills
* Very strong interpersonal skills, including the ability to develop and maintain professional working relationships both internally and externally, up to the highest level of the Trust to achieve shared goals.
* Able to work on own initiative with good organisational and time management skills.
* Must be able to work to deadlines
* Able to maintain confidentiality at all times.
* Able to travel between sites
* Excellent time keeping and attendance
* Methodical and organised approach to work
* Knowledge of current DfE Governance Handbook and Competency Framework for Governance
* Excellent knowledge of current DfE clerking competency framework
* Knowledge of educational legislation, guidance, and legal requirements
* Knowledge of the respective roles and responsibilities of all levels of academy governors, Church authorities and DfE
* Knowledge of Equal Opportunities, Human Rights and Data Protection legislation
* Able to carry out duties in line with the seven principles of public life
 | * Effective maintenance of computerised filing systems
* Evidence of keeping accurate records
* Previous experience of acting as clerk to a governing body
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|  | * Demonstrable commitment to continuing professional development
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| Personal attributes | * Friendly nature with a tactful, professional, and flexible approach
* Self-motivated and pro-active
* Appropriate levels of personal presentation
* Diplomatic and resourceful
* Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community
* Impartiality
* Confident
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| Values | * Commitment to the Trust’s aims and values
* Commitment to continuous personal development
* Honest and reliable, displays integrity and commitment to the Trust
* Champion for children – establish positive relationships with Trust children, their families, and staff so that pupils see all staff groups as integral and vital parts of the school family
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