

Clerk – Job Description

Job title:	Clerk to Committee
Grade:	KR5 (£10.67 per hour)
Responsible to:	Director of Governance
Purpose of the job:	Clerk to school focused Committees
Contractual Hours:	Allocation based
Area of Work:	East Kent

Kent Catholic Schools' Partnership is a Multi Academy Trust of 25 Catholic schools in Kent, 20 Primary and 5 Secondary, all of which are part of the Archdiocese of Southwark. We strive together to ensure that our schools will offer an ambitious education and curriculum for all, with a firm focus on the provision of excellent teaching and learning to ensure that the potential of each and every one of our children and young people in our schools is fulfilled; whatever their need.

We work together in a partnership which is willing to share outstanding expertise, offers support and challenge when needed, supports wellbeing effectively and which keeps everyone in our school communities safe.

Job Summary

The Clerk role is home based, with a requirement for travel to attend meetings when required. The role provides a service to school focused committees, supported by the Trust central governance team and reports to the Director of Governance. The main purpose of the Clerk is to provide advice to the Committee on governance, constitutional and procedural matters.

Committee's may require advice in regard to exercising their delegated responsibilities and the Clerk should;

- Provide effective administrative support to the Committee;
- Ensure that the Committee is properly constituted;
- Manage information effectively in accordance with legal requirements

The Clerk will report to the Director of Governance of the Trust.

Role Purpose

The Clerk to the Committee will;

- Provide advice to the Committee
- Act as the first point of contact for Governors with queries on procedural matters;
- Advise the Committee on governance legislation and procedural matters where necessary before, during and after meetings;
- where necessary seek advice and guidance from the governance team on behalf of the Committee;
- Inform the Committee of any changes to its responsibilities as a result of a change in requirements from the Trust or changes in relevant legislation;
- Advise on requirements regarding statutory policies and ensure appropriate reviews by the Committee are undertaken timeously;
- Formulate and maintain an annual calendar of meetings and forward-looking agenda;
- Assist with the onboarding of new Governors and ensure mandatory requirements for being a

Governor are met;

- Assist with the recruitment of Governors, including liaising with the governance team;
- Maintain accurate database of information for Governors.
- Provide administration of meetings
- Using the forward looking agenda, prepare a focused agenda for Committee meetings in conjunction with the Chair and school leader;
- Liaise with those individuals preparing papers to ensure that they are available on time and distribute the agenda and papers as required by the Terms of Reference;
- Ensure meetings are quorate;
- Record accurate minutes including the attendance of Governors at meetings (and any apologies). Take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting;
- Review and co-ordinate matters arising and ensure accurate tracking of actions to completion.

In order to perform this role well, a Clerk is expected to;

- Attend induction training, Clerk briefings and regular relevant training;
- Attend meetings and read all meeting materials ahead of the meeting;
- Behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence.
- Act as the key link between the Chair of Governors and the governance team.

Skills and Attributes

A Clerk should be able to demonstrate a good selection of the skills/attributes set out below:

Core skills and competencies of a Clerk;

- Good understanding of the environment in which the Trust is operating and wider education policy
- Personal integrity
- Strong communication skills
- Good organisational skills
- To attend meetings and be prepared to contribute to discussions;

Behaviour and values

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- Understand and support the Trust's vision for Catholic education
- To support the Trust and its school's in public and act as an ambassador for the Trust
- To be respectful of the views of others and be open to new ideas and thoughts;
- Observe confidentiality when necessary;
- To commit to training and skills development;

Equality and Diversity

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation, or religious belief
- Support people to express their individuality and uniqueness in all areas of life

Training Requirements

The Clerk is expected to undertake all mandatory training identified by the Trust as identified from time to time.

Additional training may be sought from external third parties to assist Clerks in the fulfilment of their duties and such training will be arranged by the Director of Governance.

Note: *This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.*