



Swale
ACADEMIES
TRUST

Clerk to Governors
Central Support Services
Information

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Welcome

Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Estates, Governance and Communications.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Janet Garraway
Chief Operating Officer

Job Description

Job Title: Clark to Governors
Grade: SAT D
Responsible to: Company Secretary

Purpose of Job:

To provide efficient and professional administrative support to the Local Governing Bodies (LGBs) of Swale Academies Trust, ensuring effective governance and compliance with statutory requirements and Trust policies.

Main duties and responsibilities (Accountabilities)

- **Meeting Administration:**
 - Prepare and distribute Agendas, supporting papers, and reports in a timely manner.
 - Arrange and coordinate LGB meetings, including booking venues, arranging refreshments, and ensuring appropriate resources are available.
 - Take accurate and comprehensive Minutes of LGB meetings, ensuring they are produced and distributed within agreed timescales.
 - Maintain accurate records of attendance, apologies, and actions arising from meetings.
 - Manage correspondence and communications related to LGB business.
 - Support LGBs prepare for Governor Discipline Committee panel meetings in relation to suspensions and permanent exclusions by distributing invitations and Agendas, arranging venues, preparing evidence packs for panel members, and taking/distributing accurate and comprehensive Minutes.
- **Compliance and Governance:**
 - Advise the LGB on procedural matters, governance regulations, and statutory requirements.
 - Maintain up-to-date knowledge of relevant legislation, guidance, and best practices. o Ensure the LGB adheres to the Trust's Scheme of Delegation and policies.
 - Maintain and update LGB membership records, including terms of office, declarations of interest, and mandatory training logs.
- **Relationship Management:**
 - Act as a point of contact for LGB members, school staff, and Trust personnel.
 - Support with the onboarding of new governors.
 - Build and maintain positive working relationships with all stakeholders.
 - Provide confidential and impartial advice and support to the LGB.
 - Liaise with the Company Secretary on governance matters.
- **Other Duties:**
 - Attend Clerks' briefings and participate in professional development opportunities in order to keep up to date with current educational developments and legislation affecting school governance.
 - Manage and maintain the LGB's filing system, both electronic and paper-based.
 - Assist with the preparation of reports and presentations as required.
 - Undertake any other duties as reasonably required by the Chair of the LGB, Headteacher or Company Secretary.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications	Essential / Desirable
GCSE Grade C or equivalent in English Formal qualification in governance	E
Formal qualification in administration	D
GCSE Grade C or equivalent in English Formal qualification in governance	D
Knowledge & Skills	
Excellent Minute-taking and record-keeping skills	E
Strong organisational and time management skills	E
Knowledge of governance regulations and procedures	E
Understanding of the issues surrounding the safeguarding of children	E
Knowledge of school governance structures	D
Proficiency in Google Suite (Docs, Sheets, Drives, Gmail)	D
Experience	
Proven experience in administrative support, preferably in governance or an educational setting.	E
Experience of Clerking PEX GDC panel meetings	E
Personal Qualities	
Excellent communication and interpersonal skills	E
Ability to work independently and as part of a team	E
Ability to maintain confidentiality and handle sensitive information	E
Ability to work flexible hours that will include some evening work	E
Willingness to work across a number of schools within Swale Academies Trust	E
Demonstrate a commitment to upholding and representing the central services values	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

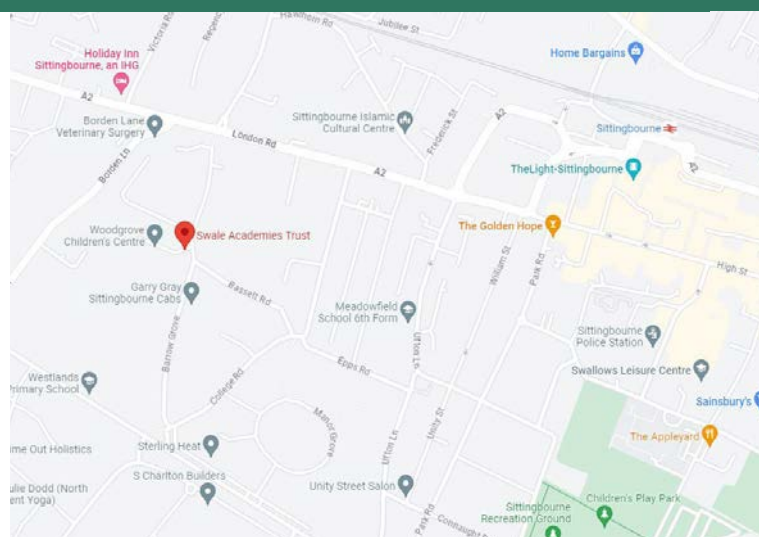
Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989
recruitment@swale.at

Closest Train Station: Sittingbourne Station
Approx. 15 minute walk

Closest bus stops:
The Coniston (from Sittingbourne/Sheppey) - X3, 334
The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Central Support Services

Our Vision, Behaviours for Success and Values

Our Vision

To be dynamic, innovative service professionals in the education sector, positively impacting lives for generations to come.

As a team we aim to be innovative and forward facing.
We aim to be...

AGILE



This means we...

A

are keen to
adapt

Together, we have a desire to **adapt** and improve. Being **adaptable** means we work flexibly and we foster a positive working environment where our staff feel supported to explore opportunities and be creative.

G

are always
growing

As an organisation, we are both prepared and excited for **growth**. We believe that together we can do great things, and so we are ambitious and proactive when we plan for the future. We promote a culture of collaboration to achieve our wider goals and **grow** in our areas of expertise.

I

work with
integrity

We ensure we operate with a strong work ethic and take pride in maintaining **integrity**. We work effectively by sustaining open, clear and honest communication with one another and our stakeholders. We are trustworthy in our actions, true to our word and can be relied upon.

L

are eager to
learn

We advocate for continuous **learning** and development, and support our staff to expand their skill sets and achieve their professional ambitions.

E

encourage
one another

Offering **encouragement** to one another allows us to build meaningful and supportive relationships that endure. We **encourage** one another to act with consideration, transparency and accountability.

We value:

Adaptability

Growth

Integrity

Learning

Encouragement



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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