**Job Description: CLERK TO THE TRUST**

Line manager: Chair of Trustees

Responsible for: N/A

**Main Purpose of the Role:**

The Clerk will be accountable to the Chair of Trustees, working effectively with the trustees, members and governors, the CEO, DoB, Chairs of the Local Governing Bodies and Headteachers across the Trust.

The Clerk will be responsible for advising the Academy Trust on constitutional matters, duties and powers to ensure the Academy works effectively within the current legislative framework.

**Location**:

The Registered Office for the Galaxy Trust is at Oakfield School but meetings could take place in any of the Trust’s schools. These are all likely to be within a 30-minute drive of the Registered Office.

**Hours**:

The hours per week for this role are not fixed due to the nature of the post. The salary assumes a weekly quota but this will be worked flexibly across the year with a greater commitment some weeks than others. Therefore, the post holder must be flexible in their approach and be able to attend evening meetings and ad hoc panel meetings

**Key Responsibilities:**

**Job Duties:**

* To ensure the Trust remains compliant with its constitutional requirements, (including those relating to the Memorandum and Articles of Association, the rules and regulations made under the Articles, Terms of Reference, the relevant Education Acts, the Funding Agreement with the Department for Education, the Education Skills and Funding Agency, the Charities Commission and requirements related to registration with Companies House).
* To ensure that Trustee, Member and Governor information on the Trust and schools’ websites are current and compliant with DfE requirements.
* To continually review all legislative, regulatory and governance developments that might affect the decision making process.
* To provide effective administrative advice and support to Trust and Local Governing Board governance meetings (approximately 30 meetings per year).
* To ensure complaints are handled effectively.
* To advise the Trustees, Members and Governors on the proper exercise of their powers.
* To support Trustees, Members and Governors in understanding and adapting to new relevant national and organisational requirement.

**Meetings:**

* To work with the management team of the Trust to establish meeting dates for the academic year taking account of relevant key events within the Trust calendar
* To identify and recommend the key areas that should be considered on an agenda by the Trust Board and the various committee of the Trust during the year.
* To work effectively with the Chair, CEO and DoB before meetings to prepare Trust agendas.
* To ensure that agenda papers are produced on time.
* To produce, collate, and distribute the agenda and papers to ensure they are available 7days before the meeting.
* To record attendance and take action re absences.
* To advise on governance legislation and procedural matters.
* To prepare minutes of meetings, indicating who is responsible for any agreed action.
* To record decisions accurately and objectively with timescales for action.
* To submit drafts to the chairs and CEO for amendment / approval
* To issue the approved draft to all governors within the agreed timescale.
* To advise absent members/trustees of the time, date and venue of next meeting.
* To keep a record of minutes produced.
* To liaise with the chair prior to the next meeting to receive an update on progress of agreed actions.
* To chair that part of the meeting at which the chair is elected.
* To order and scan all the papers from the meeting to ensure an accurate record of documentation is maintained

**Membership:**

* To maintain a database of names, addresses and category of Trustees, Members and Governors and their terms of office.
* Ensure that Companies House and GIAS is updated with details of new Members, Trustees and Governors and EFSA is informed of new Chairmanship
* To provide details of new Trustees, Members and Governors to The Education People to ensure that the are included in governance communications
* To keep under review the stock of NGA Governance Handbooks/Induction Packs and distribute to new Trustees, Members and Governors
* To maintain copies of current terms of reference, membership of committees, working parties and nominated positions.
* To advise Trustees, Governors and appointing bodies, of expiry of terms of office before terms expires so elections or appointments can be organised in a timely manner.
* To maintain meeting attendance records for publication.
* To ensure that a register of pecuniary interests is maintained, reviewed annually and lodged within the Academy.
* To undertake an eligibility check, ascertain that DBS checks have been successfully carried out on any Trustee, Member or Governor when it is appropriate to do so.

**Advice and Information:**

* To advise or seek advice on procedural issues.
* To research relevant issues on behalf of the CEO or Chairs of Trustees or Local governing Boards
* To access appropriate legal advice, support and guidance when necessary.
* To circulate relevant information to all involved in governance at the Trust, such as training opportunities, Education Select Committee reports, DfE Advice and Information etc
* To research and advise on sources of support on governance such as the NGA, The Key, The School Bus etc

**General Responsibilities**

* To maintain a suite of template letters and documents including application form, Codes of Conducts, Annual Business Interest Forms, Declaration of Eligibility
* To upload governance material on to the Trust’s secure website (KLZ) liaising with the Trust’s IT Team as appropriate.
* To maintain contact information for those involved in the governance of the Trust and its schools
* To send letter of appointments to Trustees, Members and Governors
* To notify the Trust’s IT Team of new members to activate email account and IT access.
* Provide PDF copies of minutes to enable the Communication Manager to populate the Trust website in the interests of transparency
* To set up and maintain an induction pack for new Trustees, Members and Governors and send to new appointees as appropriate
* To work with the Trust’s Safeguarding Lead to ensure that all Trustees, Members and Governors undertake the necessary Safeguarding training
* Receive any resignations from Trustees, Members and Governors and acknowledge accordingly, updating all the relevant information sources
* Ensure that the IT Team are advised to close accounts linked to resignations
* Communicate with Trustees, Members and Governors to alert to membership issues such as non-attendance
* Maintain records of Member/Trustee/Governor correspondence.
* Ensure the Terms of Reference for all Trust committees are reviewed annually.
* Manage any elections for Chair and Vice-Chair of the Board of Trustees.
* Support the Skills Audit process at Trust Board and Local Governing Board level.
* Be familiar with the Articles of Association and Academy Funding Agreement and any other key compliance documents (eg the Academies Handbook etc) and ensure that the conduct of all meetings comply with these.
* Keep under review the terms of office for all Trustees and to prompt the Head and Chair of Trustees three months in advance of a term of office coming to an end.
* Act as a main point of contact for the Members, Trust Board and Local Governing Bodies, including for such items as trustee nominations, notice of admission and exclusion appeals etc.
* Undertake personal development through training and other learning activities as required.
* Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person (eg Chair and / or Headteacher).
* To keep in regular contact with the CEO, Chair of Trustees and Chairs of Governors and to assist with any other tasks in relation to the governance of the Trust as may be required.
* Ensure private and confidential data is kept secure and disposed of in the appropriate manner and in line with GDPR
* To carry out duties pertinent to the scope of the post as directed by the CEO, Chair of Trustees or other senior manager of the Trust.

**School Responsibilities**

* Contribute to and support the overall aims and ethos of the schools and the Trust.
* Participate in training and other learning activities as required.
* Participate in performance management and development as required by the Trust’s policies and procedures.
* Participate actively and flexibly in a range of school activities.
* Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
* Be aware of, and comply with, the health and safety legislation and other requirements that are relevant to the post.
* Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
* Be familiar with Safeguarding requirements in protecting the welfare of children and young people and undertake appropriate safeguarding training

**Working Relationship and Contacts**

* To develop and maintain positive working relationships with Members, Trustees, Governors and other professionals.

*The above are the key accountabilities as currently defined but this is not an exhaustive list; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

***PERSON SPECIFICATION***

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| Criteria | Essential/ Desirable | Method of Assessment |
| Formal Qualifications | Minimum 5 GCSE Grades A\* to C or equivalent including English and Maths | E | F |
| Job Related Experience | Knowledge gained through time employed in a similar role | D | I-A-F |
| Experience of working in and contributing to effective team  | E | I-A-F |
| Experience of operating efficient and effective administration systems | E | I-A-F |
| Some working knowledge of relevant policies/Codes of Practice and awareness of relevant legislation | E | I-A-F |
| A high standard of minuting discussions effectively and accurately including those of a sensitive subject matter | E | I-A-F |
| Well organised, with the ability to meet statutory deadlines in good time | E | I-A-F |
| Good time management skills | E | I-A-F |
| Good standard of verbal and written communication |  | I-A-F |
| Confidence to input into Trustee meetings when it is procedurally appropriate to do so |  | I-A-F |
| A high level of personal responsibility and confidentiality |  | I-A-F |
| A good record keeper |  | I-A-F |
| Previous experience of acting as a clerk to a Trustee/LGB | D | I-A-F |
| Knowledge or previous experience of education legislation, guidance and legal requirements | D | I-A-F |
| Thorough knowledge of working with ICT tools such as Word and Excel and Adobe | D | I-A-F |
| Understanding of and motivated by an environment where there are ever-changing responsibilities | E | I-A-F |
| Thorough understanding of working with confidential information | E | I-A-F |
| An understanding and commitment to Equality and Diversity, Safeguarding Health and Safety and Data Protection | E | I-A-F |
| Able to communicate with a range of people in differing situations | E | I-A-F |
| Personal Qualities | Personable, professional and able to demonstrate a thorough understanding of principles associated with working with sensitive and confidential data | E | I-A-F |
| Accepts, supports and quickly implements change | E | I-A-F |
| Identifies and encourages the sharing of ideas | E | I-A-F |
| Proactively seeks opportunities to increase job knowledge and understanding | E | I-A-F |
| Takes responsibility for own actions | E | I-A-F |
| Identifies and overcomes barriers | E | I-A-F |
| Flexible attitude towards the role, duties and hours | E | I-A-F |