**Clerk to the Academy Trust**

**Job Description**

**Employment Details**

**Job title:** Clerk to the Academy Trust

**Reports to:** The Board of Trustees and the CEO/Executive Headteacher

**Hours of work:** To be negotiated

**Main Duties & Responsibilities**

**General**

* Advise the Governors on governance, procedural, and constitutional matters across the Trust
* Provide administrative support to the Governors and other committees across the Trust
* Ensure the Governors is correctly constituted across the Trust
* Effectively manage information in accordance with legal requirements across the Trust

**Advising Governors**

* Provide the Governors with information on procedural matters before, during and after meetings, ensuring this is in line with the articles of association or instrument of governance
* Act as the first point of contact for governors ─ answering questions concerning procedural matters, and issues relating to the structure of governance and scheme of delegation
* Access the appropriate legal advice, support and guidance from third parties on behalf of the Governors
* Keep the Governors up-to-date with any changes in legislation which are likely to affect the governance of the school
* Keep the Governors board up-to-date with both local and national educational themes and any related guidance
* Offer advice to Governors on best practice in school management, such as self-evaluations and committee structures
* Advise the Governors board on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the school website, as per statutory guidelines
* Keep the Governors up-to-date with the annual calendar of Governors meetings
* Take responsibility for the induction of new Governors, ensuring they have access to all relevant documents and information
* Offer advice to the Governors on succession planning regarding the impending expiry of Governors’ terms of office

**Administration of Meetings**

* Recommend to the Governors methods and processes for the successful administration of meetings, and distribution and filing of information
* Work alongside the CEO/Executive Headteacher, Trust Chair and Subcommittee Chairs to prepare an agenda for all Governor meetings across the Trust
* Ensure that all the appropriate paperwork is ready before meetings
* Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent Governors with details of upcoming meetings
* Ensure all meetings are quorate
* Draft minutes of all Governor meetings across the Trust, including who is responsible for the agreed action and the expected timescales
* Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately
* Distribute the reviewed draft to the CEO/Executive Headteacher, Trust Chair or any other Governors as appropriate., the headteacher and other relevant individuals and bodies.
* Follow up on any agreed action points with those responsible, keeping the chairs informed of any progress
* Advise Governors in the event of meetings not being conducted in a proper or orderly manner, or not in the spirit of effective Governance.

**Membership**

* Keep the Governors informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance
* Implement transparent processes for the election and appointment of Governors and maintain accurate records of the outcome
* Chair the meeting where the official Chair is to be elected, providing information and guidance on the election processes and procedures.
* Oversee the register of interests for each member of the Governors across the Trust
* Regularly review and update the register of interests of all Governors across the Trust
* Monitor attendance at Governor meetings, advising the Chair of any potential disqualifications through inadequate attendance

**Information Management**

* Advise the Governors on their responsibilities relating to record keeping and information management, in line with the Data Protection Act 1998 and the Freedom of Information Act 2000, ensuring systems are in place to maintain the security of information
* Keep all personal information of members of the Governors up-to-date. This includes names, addresses and categories of membership, as well as their terms of office
* Liaise with the person within the school who is responsible for GIAS and provide the required information relating to Governors, ensuring this is up-to-date at all times
* Maintain a register of Governor Disclosure and Barring Service (DBS) checks and ensure all Governors have an up-to-date DBS check in place
* Inform the Governors and other relevant bodies of any changes to the personal information of Governors
* Monitor and review all of the terms of reference and membership lists of the committees
* Maintain records of all Governors correspondents
* Maintain records of signed meetings and ensure copies are sent to all the relevant parties
* Ensure that all of the school’s policies are available upon request
* Ensure that the school website contains all the information which is required in order to meet statutory requirements, including the publication of information related to Governance
* Ensure that the Trust details at Company’s House in reviewed and up-to-date

**People & Relationships**

* Develop and maintain professional and effective working relationships with all stakeholders of the Trust
* Establish and implement clear communication processes for sharing information with the board, and on behalf of the board with external partners
* Support the Governors to develop a culture where challenge is embraced and welcomed
* Advise the Governors on appropriate committee structures that are fit for purpose and ensure that membership reflects the skills and knowledge of individual governors
* Maintain an up-to-date record of individual Governor and whole-board training and CPD

**Personal Development**

* Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties
* Keep up-to-date with any local or national developments in the education sector
* Keep up-to-date with legislation which is likely to impact the school
* Take part in regular performance reviews and self-evaluation

**Note:** *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the Trust. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * The successful candidate will demonstrate a willingness to attend relevant training.
 | * The candidate will have attended the National Programme for Clerks.
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| **Experience** | The successful candidate will have experience in the following areas:* Record keeping
* Information retrieval
* Dissemination of Governor data and documentation
* Writing agendas, along with accurate and concise minutes
* Organising meetings
* Using the internet to access relevant information
 | In addition, the successful candidate may have experience in the following areas: * Developing and maintaining contacts with outside agencies
* Working in an environment where they have experience of taking initiative
* Working as part of a team
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| **Skills & Knowledge** | The successful candidate will have the ability to demonstrate the following:* Good listening, oral and literacy skills
* The ability to organise time
* Working to deadlines
 | In addition, the successful candidate may have knowledge of the following:* Governing board procedures
* Educational legislation
* The respective roles and responsibilities of the governing board
* Equal opportunities and human rights legislation
* Data protection legislation
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| **Special Requirements** | The successful candidate will meet the following requirements:* The ability to work at times convenient to the governing board, including evenings
* The ability to travel to meetings across the Trust sites
* Being available to be contacted at mutually agreed times
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| **Personal Attributes** | * The successful candidate will demonstrate the following attributes:
* Personal integrity
* The ability to maintain confidentiality
* The ability to remain impartial
* A flexible approach to working hours
* An openness to learning
* Good interpersonal skills
* A positive attitude to personal development and training
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**Prepared by:**

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| **Name:** |  | **Title:** |  |
| **Signature:** |  | **Date:** |  |