

Viking Academy Trust



Job Description & Person Specification

Position: CLERK TO THE TRUST

VIKING ACADEMY TRUST: Central Team

Name of Member of Staff:

Member of Staff:

Executive Headteacher:

Mjemi

Viking Academy Trust

JOB DESCRIPTION: CLERK TO THE TRUST

'Empowering Children Through Education: One Childhood One Chance'

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	TRUST-WIDE
Job Title:	CLERK TO THE TRUST
Line Manager:	CHAIR OF THE TRUST
Pay Range:	KENT RANGE 7 10 hours a week Term time only

The Trust Executive Leadership Team at Viking share the unwavering belief in the potential of every child; recognising the core purpose of the Leadership Team is to inspire, excite and motivate all members of the Viking community. We know our children don't get a second chance for a first-class education and therefore it is the job of the Trust Leadership Team to ensure Viking schools provide an outstanding education for every child. Our Trust motto: '**One Childhood, One Chance**' states this clearly and is at the heart of all we do.

This job description may be amended at any time after discussion with you. This job description is intended as a reference document which identifies the main responsibilities and activities of the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Main purpose of role is to:

Provide advice and guidance to the Trust board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a Trust board and its committees by providing:

- Providing proactive and effective administrative and organisational support to Viking Governance
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- advice on procedural matters relating to the operation of the board

Main responsibilities and tasks

The clerk to the Trust board will:

Act as Company Secretary (where agreed)

1. Provide advice to the Trust board

- Advise the board on its core functions and Department for Education governance advice, including the *Governance Handbooks* and *Competency Framework for Governance*
- Advise the Trust board on governance legislation and procedural matters where necessary before, during and after meetings.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust board;
- Inform the Trust board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Advise the board on the regulatory framework for governance (*Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook*)
- Offer advice on best practice in governance, including on committee structures both at board and academy (LAB) level
- Advise the Trust board on best practice in relation to its scheme of delegation for governance

- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Advise on the annual calendar of Trust board meetings and LAB meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Governance Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of LAB.
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations

2. Effective administration of meetings

- With the chair and Executive headteacher / Head of School prepare a focused agenda for the Trust board meeting and LAB meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association;
- Ensure meetings are quorate
- Record the attendance of Trustees / governors at meetings (and any apologies - whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and appropriate Trust Leaders (EHT/HoS, CFO)
- Circulate the reviewed draft to all governors/ members of the committee as agreed by the Trust board and within the timescale agreed with the Trust board.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- Advise Trustees / governors and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix

- Advise the Trust board on the DfE's recommendations and guidance in relation to members and trustees
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner;
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so.
- Maintain a record of training undertaken by members of the Trust board / LAB; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the Trust board on succession planning (of all roles, not just the chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of Trust board members and their term of office, and inform the Trust board and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings; (electronic)
- Maintain records of Trust board correspondence.
- Ensure copies of statutory policies and other school documents approved by the Trust board are kept in the school and published as agreed, for example, on the website (sharepoint)
- Manage the flow of information from trust board to LAB committees and vice versa

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and Trust leaders
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance appraisal

7. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust board is required to convene:
- Maintain a file of relevant Department for Education (DfE) and local authority guidance documents. (electronic via sharepoint)
- Maintain archive materials (electronic via sharepoint)
- Prepare briefing papers for the Trust board, as necessary.
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the Trust board from time to time.

Clerk to the Trust Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English Grade C or above 	<ul style="list-style-type: none"> Attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
Experience	<ul style="list-style-type: none"> Previous secretarial or office administration experience 	<ul style="list-style-type: none"> Relevant personal and professional development Clerking in a school environment
Knowledge	<ul style="list-style-type: none"> Understanding of record keeping and data protection 	<ul style="list-style-type: none"> Developing and maintaining contacts with outside agencies e.g. DfE Knowledge of Governance procedures Knowledge of educational legislation, guidance and legal requirements Knowledge of the respective roles and responsibilities of Trust Governance, the Trust leadership Team and the DfE Knowledge of Equal Opportunities and Human Rights legislation Knowledge of Data Protection legislation Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners
Skills	<ul style="list-style-type: none"> Experience of writing agendas and accurate concise minutes Excellent ICT skills Organising meetings Organise own time and work to deadlines Using internet to access relevant information 	
General/ Personal Qualities/Attributes	<ul style="list-style-type: none"> Smart, business-like, professional appearance Capacity for hard work under pressure A team player, collaborative worker Self-motivated Ability to contribute greatly to the wider life of the Trust Resilient Strives for excellence in every aspect of school life Determination and perseverance 	

	<ul style="list-style-type: none"> • Enthusiasm • Passionate • Patience • Person of integrity • Maintain confidentiality • Remain impartial • Flexible approach to hours including evening meetings • Sympathetic to the needs of others • Openness to learning and change • Good interpersonal skills • Ability to travel to meetings • Positive attitude to personal development and training 	
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Appendix 1:

Clerking Competency Framework (summary): The Clerking Competency Framework is intended to be used by governing boards as well as clerks. The DfE hopes the guide will help clerks evaluate their own practice and to identify training needs. Governing boards are encouraged to use it to understand how professional clerking can improve the quality of governance, help with recruiting a clerk, **for setting their clerk's objectives and informing their performance appraisal process.**

The Framework explores how professional clerking can support the work of governing boards by returning to the 'six features of effective governance' as set out in [A Competency Framework for Governance](#). The guide looks specifically at the role **clerks can play in supporting each feature: Strategic leadership, Accountability, People, Structures, Compliance and Evaluation.**

The Framework then details specific knowledge, skills and behaviours for clerks, grouped under the following competencies:

1. **Understanding governance:** understanding the board's duties and responsibilities including governance legislation and procedures
2. **Administration:** ensuring that the processes and procedures of governance are administered efficiently
3. **Advice and guidance:** Access to timely and accurate advice and guidance, or signposting to expert advice where appropriate
4. **People and relationships:** ensuring that the board has accurate records of its people and their skills

See attached **Clerking Competency Framework**