

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

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Trust Clerk

Salary: Aquila Pay Level f (APLf), £22,961.70 - £25,994.69/annum (pro rata)

Benefits: Local Government Pension Scheme

Hours: 8 hours per week (initially)

Weeks: 38 weeks per annum (plus holiday pay entitlement pro rata)

Trust Office Location: Shearway Business Park, Folkestone and academies within the Trust

Responsible to: Head of Estates & Governance

Responsible for: None

Key Working Relationships:

Internal:

- Staff within the Trust team
- Board Members and Trustees

External:

- Academy Head Teachers and Senior Leaders
- Academy Governors

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Purpose of the Role:

The core purpose of this role is to serve as Clerk to Aquila, The Diocese of Canterbury Academies Trust by providing advice and guidance to our trustees and governors on governance, constitutional and procedural matters. The post holder will oversee many matters of the Trust's governance including compliance with national and trust agreed policy at all levels.

MAIN TASKS AND RESPONSIBILITIES

1	<p>Structure & Legislative Advice</p> <ul style="list-style-type: none"> • Advise the Trust Board and allocated Local Governing Bodies (LGB's) on the regulatory framework for governance and the relevance of key documents including (but not limited to) <ul style="list-style-type: none"> ○ the Master Funding Agreement, ○ Supplemental Funding Agreements, ○ the Academies Financial Handbook, ○ the Governance Handbook, ○ the Memorandum and Articles of Association and ○ the Scheme of Delegation • Advise 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 the Head of Governance and Estates and third parties on behalf of the board if necessary • Be aware of and offer advice on best practice in governance, including on committee structures both at board and LGB level
	<p>Administration</p> <ul style="list-style-type: none"> • Ensure the effective clerking of the Trust board its committees, and oversee the clerking arrangements for the LGBs, ensuring they are effective, comply with accepted standards and underpinned by appropriate professional development for clerks; • Attend all Trust Board and Committee Meetings and those of the LGBs for which you are assigned • Arrange meetings and ensure the proper preparation and despatch of agendas and papers for all meetings in line with the articles and scheme of delegation; • Draft minutes of governance meetings, indicating who is responsible for any agreed actions with timescales, and send drafts to the chair and the CEO or Headteacher as appropriate. • Follow-up any agreed action points with those responsible and inform the chair of progress. • Organise the election and/or appointment of Trustees and administer the process for Local Governor Appointments across the trust; • Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations • Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance. • Ensure the Trust meeting management system is kept up to date with any and all information such as calendar dates of meetings, membership composition and contact details for governors and trustees.

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2	<p>Governance</p> <ul style="list-style-type: none"> • Understand the roles and responsibilities of the Members, Trustees and the relationship with governors on LGB's of individual academies • Ensure that statutory policies are in place, and that the relevant staff revise these when necessary keeping a rolling review document. • Advise the governing board on the DfE's recommendations and guidance in relation members and trustees • Be aware for the role the Diocese has in ensuring the Trusts Christian Foundation is upheld.
3	<p>Membership</p> <ul style="list-style-type: none"> • Send new Trustees and Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct, Business Interests documents • Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so. • Advise the governing board on succession planning (of all roles, not just the chair).
5	<p>Culture and ethos</p> <ul style="list-style-type: none"> • Develop and maintain effective professional working relationships with the chair, the board and executive leaders at all levels. • Proactively promote and demonstrate Aquila's vision and values in all aspects of work. • Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes. • Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational development and best management practice. • Work collaboratively developing the concept of family across the Trust and its academies. • Ensure regular open and honest communication in all professional duties. • Recognise the importance of serving the wider community and promoting inclusivity.
	<p>Additional Duties</p> <ul style="list-style-type: none"> • Set up trustees' disciplinary hearings, interviews and appeal committees as and when required and to act as clerk for the hearings for matters such as parental complaints and local grievance panels (these will normally fall outside of agreed hours and will be remunerated accordingly) • Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade by the Chief Operations Officer and Head of Governance and Estates

The Trust is determined to excel in education and nurture those within its care; thus accountability, communication and relationships are key to effective leadership and management. The post holder will be encouraged to build a professional learning community which enables others to achieve and work collaboratively; sharing knowledge and understanding, celebrating success and accepting responsibility for outcomes. This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue.

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Person Specification:

Knowledge and Skill

Essential

- To have awareness, understanding and knowledge of the relevant company and governance standards and apply these as appropriate to your work.
- The ability to communicate financial and other information accurately with a range of different people, both internally and externally.
- IT literate; e.g. experienced and capable using Word, Excel, Outlook to a high level of competency
- Foster and develop appropriate internal/external working partnerships/networks
- Strategic application of knowledge gained from broader experiences of other and similar roles.
- Excellent organisational skills used in planning own work, meticulous with outstanding attention to detail.
- Skilled listener and communicator (orally and in writing)
- Able to translate ideas/recommendations into action
- Comfortable and ready to be recognised by others as the 'expert' and lead practitioner in the area of governance and compliance.
- Be able to use own initiative and work independently

Desirable

- Experience of working within a school environment
- Experience of a clerking role or similar

Qualifications and Experience

Essential

- Good standard of general education, ideally to degree level
- Effective delivery of compliant policies and procedures
- Establishing and maintaining effective quality assurance processes and systems
- Senior level experience including from other environments or fields relevant to the Company Secretary role
- An understanding of the role of a Governing Body
- Track record of leading on policy and procedure
- Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, Diocese, Trust Board and CEO

Desirable

- Completion of the National Training Programme for Clerks or be willing undertake such a qualification.

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Personal Attributes

Essential

- Ability to work under pressure to meet targets and deadlines
- Calm and professional disposition
- Self-motivated and enthusiastic
- Ability to respond effectively to changing priorities
- Ability to manage a high-volume workload
- Ability to work effectively with minimal supervision
- Willing to accept responsibility
- Logical and systematic in work processes
- Approachable and empathetic
- Supportive of the aims and purpose of the Church of England and the Diocese of Canterbury in providing education
- Be able to take a proactive approach to personal development and engage in any training needs