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**Job Description – Clerk to Trust Primary Schools**

**Post Title: Clerk to the Trust Primary Schools**

**Reporting to: School Business Manager**

**Pay Grade: KR5 £19,723 - £20,893 (**£1,872 - £1,983 pro rata)

**Contract: Permanent, Hourly Rate**

**Hours: 180 hours per annum plus holiday entitlement**

**Main purpose of role**

Provide advice to the three Local Governing Boards (LGB’s), on governance, constitutional and procedural matters to support them exercising their governance functions:

* Provide effective administrative support to the LGB’s and any sub-committees
* Ensure the Boards are properly constituted
* Manage information effectively in accordance with legal requirements
* Provide a professional conduit for effective communication between Headteachers, Chairs of Governors and all other stakeholders

The post holder must be flexible in their approach to the post as there are no fixed pattern of working hours. The Clerk must be able to attend daytime and evening meetings at all three schools and work from home to complete administrative and research duties. There may be occasions when the post holder is required to attend a meeting, or make a school visit at very short notice. The clerk will work in partnership with the trust clerk to ensure governance consistency across the trust.

**Main responsibilities and tasks**

1. Effective administration of meeting

* With the Chairs & Headteachers prepare an annual calendar of primary meetings and tasks to provide focused agendas for the LGB’s meetings and committee 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 other regulations
* Ensure meetings are quorate
* Record the attendance of 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 LGB and committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Headteacher
* Circulate the reviewed draft to all governors and Headteacher within the timescale agreed with the Trust
* Follow-up any agreed action points with those responsible and inform the Chair of progress
* Ensure that confidential items are minuted appropriately and that minutes reflect this

2. Provide advice to the LGB’s

* Advise the LGB’s on governance and procedural matters where necessary before, during and after meetings
* Act as the first point of contact for governors with queries on procedural matters
* Have access to appropriate advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust and LGB’s
* Inform the LGB’s of any changes to its responsibilities as a result changes in the relevant legislation
* Offer advice on best practice in governance, including on committee structures and self-evaluation in accordance with the Department of Education’s Clerks Competency Framework
* Ensure that statutory policies are in place, and are revised when necessary, with the assistance of school staff
* Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
* Contribute to the induction of governors taking on new roles, in particular Chair of governors
* Advise governors in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner. Assist with the elections of parent and staff governors
* Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
* Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and uploaded onto the trust and school website
* Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
* Maintain a record of training undertaken by governors of the LGB
* Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
* Advise the LGB’s on succession planning (of all roles, not just the Chair)

3. Manage Information

* Maintain up to date records of the names, addresses and category of governors and their term of office, and inform the Chair and Headteacher to ensure an update to the national database of governors Getting Information About Schools (GIAS) 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. Child-protection, 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 e.g. on the website
* Maintain records of LGB correspondence
* Working with school staff, ensure copies of statutory policies and other school documents approved by the Trust and LGB’s are kept in the school and published as agreed, e.g., on the website

4. Effective communication and relationships

* Develop and maintain effective professional working relationships with all stakeholders
* Establish clear channels of communication for sharing board information within the organisation and external partners
* Be aware of the importance of robust and constructive challenge both in meeting and the wider organisation
* Use knowledge of governance to contribute to board discussions on design of governance and structures to ensure they are fit for purpose and appropriate
* Establish, in discussion with the Trust and LGB’s, open and transparent vacancy filling processes and procedures for election and appointment, facilitate these where required
* Is aware of tools and methods for carrying out evaluation of board skills and coordinates regular skills audits and advises the Trust and LGB’s on skills gaps and strategies for addressing these
* Work in partnership with the trust clerk to ensure governance consistency across the trust

5. Personal Development

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

6. Additional Services

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

* Clerk any statutory appeal committees/panels the Trust and LGB’s are required to convene
* Cover for the Trust Clerk in their absence

7. Other

* Role to be delivered over various local locations
* Meetings predominantly take place in the evenings, however Trust office space is available during the school day to work from if required

Signed:

Print name:

September 2021