



Job Description

JOB TITLE; Clerk to Governors

JOB FAMILY:

PHASE:

SALARY GRADE:

HOURS: 220 hours an academic year (18 governor meetings)

REPORTING TO: Governance Officer with close working with the Head of Governance, Directors of Education and Chairs of Boards

Job Purpose

To provide a professional, efficient and helpful clerking service to three Regional Governing Bodies. To enable proceedings to be conducted effectively and in accordance with the relevant legislation and requirements.

To administer and recruit appropriately skilled governors, personally supporting their induction and training throughout their role. Ensuring accessible and professional induction, training and policies for governors.

Duties and Responsibilities

- Complete regular skills audits on governors and work closely with Directors of Education, Chairs and Governance Officer to ensure that vacancies are filled with the appropriate skilled governors and link governors.
- Administer recruitment, on boarding and induction with Governors
- Meet individually with new governors as part of induction support
- Work with Chairs to ensure governors training and visits are appropriately completed
- With the Chair and Trust lead, prepare a focused agenda for the Regional Governing Body
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers within agreed timeframe. Making all bookings for rooms or video calls & refreshments for meetings and ensure meetings are quorate.
- Advise governing body of procedural issues
- Produce professional minutes of governance meetings, capturing support and challenge as appropriate, indication of who is responsible for any agreed action with timescales and send drafts to the chair and Trust lead within agreed timescale
- Maintain accurate records of minutes, papers, governing bodies attendance and membership including updating DfE websites, business interest for all Governors and governance files for Ofsted inspections



- Maintain archive materials
- Perform such other tasks as may be determined by the governing board, Directors of Education or Head of Governance & Compliance from time to time

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with governors, staff members, customers and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



- You will be based at Portsmouth Hub. However, you may be occasionally asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust.



Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.