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**Northern Education Trust - Job Description**

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| **Job Title:** | Academy Council Clerk | **JE reference** | |  |
| **Base:** | Hybrid between North Shore Academy and home | | | |
| **Reports to:** | Communications and Local Academy Council Governance Officer | | **Grade:** | Grade 5  SCP 16 -SCP 18 |
| **Staff responsibility for:** |  | | **Salary:** | £29,572.00-  £30,559.00  (FTE, salary to be pro rata) |
| **Additional:** |  | | **Term:** | Term time only  0.8 FTE – 30 hours per week over 39 weeks  Or job share |

**JOB PURPOSE**

* Provide a high quality clerking support service to academies and academy councils by:
  + Discharging the statutory responsibilities of the Board and regulatory requirements
  + Supporting the Communications and Local Academy Council Governance Officer with associated administrative work
  + Attending and supporting academy council meetings and student behaviour committees, providing advice and guidance and effective administrative support
  + Supporting academy councils to meet high standards of local governance, including fulfilling legal and/or regulatory requirements and decision-making

**JOB SUMMARY**

1. Support and attend academy council meetings and student behaviour committees
2. Work with the academy council chair and principal to prepare agendas and other required papers, and circulate all necessary documentation for meetings within defined timescales
3. Prepare accurate minutes and actions, and outcome letters
4. Seek approval for minutes and letters and circulate to identified stakeholders within defined timescales
5. Record attendance at meetings and take appropriate action re absences
6. Provide advice and guidance on governance legislation and procedural matters to academy councils and student behaviour committees
7. Develop and maintain working knowledge of current NET policies and procedures as appropriate to the role
8. Maintain current and accurate records of governor contact details, membership, required statutory documentation and training (including declaration of interests and gifts and hospitality register)
9. Assist with the recruitment process of new governors, including pre-role checks
10. Assist with the induction of new governors
11. Assist with succession planning of governors, monitoring forthcoming term of office expirations, and supporting academies where voting for parent or staff governors may be necessary
12. Demonstrate an active commitment to own professional development and undertake any training necessary for the role

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures.
2. This role could involve contact with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**Safeguarding**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. The post holder will be engaging in regulated activity and will have the opportunity for contact with children. This position is exempt from the rehabilitation of offender’s act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Signed: …………………………………… Date: ……………………………….