



Clerk to Governing Body **Diocese of Chichester Academy Trust**

Candidate Briefing Pack
Start Date: ASAP

Are you looking for a flexible and rewarding role?

We are a thriving Trust on the south coast of England with an exciting opportunity for a Clerk to provide support to our Local Governing Body (LGB) schools in one or all of the following areas of East Sussex: Hastings, Northiam and Newick. This role is a flexible, rewarding position that provides an interesting insight into the strategic aims and plans to constantly improve the education and welfare of local children.

Applicants need to be reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be confident in the use of Word, Excel and e-mail and have access to a computer and the internet. An understanding of confidentiality is essential for this role.

Responsibilities will include:

- ✓ Working effectively with the chairs of the LGB, headteachers and other local governors to secure the continuity of governing body business.
- ✓ Advising on procedural and legislative matters to ensure the LGB works to the legal framework and Trust scheme of delegation.
- ✓ Completion of tasks including the preparation and circulation of papers, attendance at meetings and minute taking and maintaining a business calendar, including policy reviews.

It is not essential to have previous clerking experience, although this would be helpful. We are interested to hear from applicants that either hold a relevant award (BTEC level 3 in Clerk to the Governing Board or equivalent) or would be prepared to work towards a recognised accreditation.

Applicants must have a high level of ICT skills and confidence in communicating with people at all levels. We are committed to staff development and opportunities for further CPD will be fully supported. If you believe you have the skills and attitude to thrive in this role, then we want to hear from you.

Please see below a testimonial from a current clerk sharing their experience in the role.

When I started clerking, I was working in the NHS as a Surgical PA. Long hours and strangely very little interaction with people. I happened to see an advert for a Clerk to Governors. I had never heard of this role before, and I had no idea that schools had a Governing Body! I got in touch with the Headteacher and was hooked. I left my NHS role 2 months later. Clerking is an incredible job. I started with two schools and became passionate about what the Governors were trying to do for the school and the role they played in holding leaders to account. Meeting dates and times can be flexible (there does have to be a degree of flexibility on both sides). The clerk's work outside of the meetings, which is the main part of the role, can be done to fit around your own lifestyle. It is a wonderful role which I can recommend to anyone.

Salary and Hours

You will be employed on a zero-hour contract and will be paid an hourly rate for attendance at LGB meetings, time taken in preparing for the meetings (e.g. agendas and minutes) and any other relevant administrative work or attendance at training courses directly supporting your role.

Salary - East Sussex Single Status, Grade 7, sp 18-19, £26,539 -£27,196 pro-rata (pay award pending)
Travel expenses will be met, but this will be discussed in more detail at interview.

Candidates should submit:

- A completed application form (CVs will not be acceptable)

Completed applications should be sent to the HR team at hr@dcacat.academy. Informal discussions about the role are welcomed, please contact Danni Gregory, Trust Governance Professional on 07513 826002 or email dgregory@dcacat.academy.

Closing Date	Friday 12th April 2024 at midday
Interview Date	w/c Monday 15th April 2024

As an inclusive employer, it is important to us that our recruitment processes are inclusive and accessible. Trust will consider reasonable adjustments and access needs throughout all stages of the recruitment process. If this is something that would be supportive to you, please contact our HR Team at hr@dcacat.academy

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS check upon appointment.

More information about the Trust can be found on our [website](#). Please see the attached application pack for further details about DCAT, the role including job description and person specification.

Welcome

Dear Applicant,

Thank you for your interest in the role of Clerk to Local Governing Body at DCAT. This is a fantastic opportunity for a talented individual to join our friendly and committed team. We are currently looking for clerks to provide support to schools in East Sussex, particularly in the Northiam, Hastings and Lewes areas.

This role provides an exciting opportunity to contribute to the management/governance of a local school in the local community and to take the next step in your career. You will have demonstrable experience of working in an administrative capacity, which includes knowledge of governing board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes. You will have a strong work ethic and the ability to cope in a fast-paced environment taking changing priorities in your stride whilst maintaining a sense of humour.

With twenty-three primary schools and one secondary currently within DCAT, and more schools looking to join, this is an exciting time to join the Trust. You will have a commitment to delivering excellent customer service and promoting high performance, you will be pro-active in your approach, with the ability to work in partnership with local governance and the Trust's Governance Team, and have excellent communication and ICT skills.

We believe, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
- C**ontinued development of staff is valued and improves education for young people
- A**ll schools are improving and perform above national expectations
- T**he distinct Christian identity of each academy develops and is celebrated

We are a forward-thinking Trust, with a clear [strategic vision for 2025](#) which outlines the roadmap for the Trust over the next 3 years. It builds on our strong foundations and is designed to add depth, capacity and value, responding with energy and vision to the ever-evolving needs of our schools.

We are always excited about enthusiastic, like-minded professionals joining our Trust and very much look forward to hearing from you and receiving your application.

Yours faithfully,

Jo Saunders

Head of Governance and Operations

Contents

The Diocese of Chichester Academy Trust (DCAT)	6
School Joining Timeline	6
Contextual and Performance Data	7
DCAT Organisational Structure	8
Academy Improvement	8
Job Profile	9
Person Specification	12
How to Apply	16

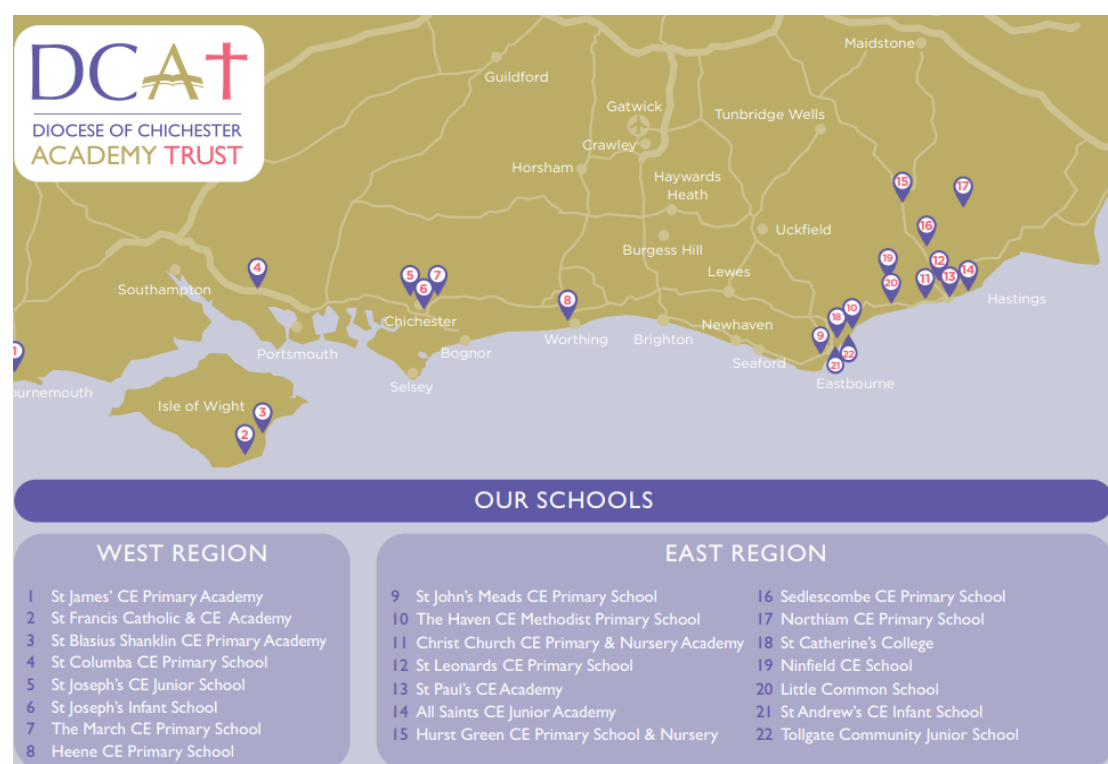
The Diocese of Chichester Academy Trust (DCAT)

School Joining Timeline

The summary of our growth to date can be found on our Trust website. As mentioned, we are expecting new schools to join us this year.

DCAT Schools

The map below gives an indication of the spread of schools which are currently in two regions.



Contextual and Performance Data

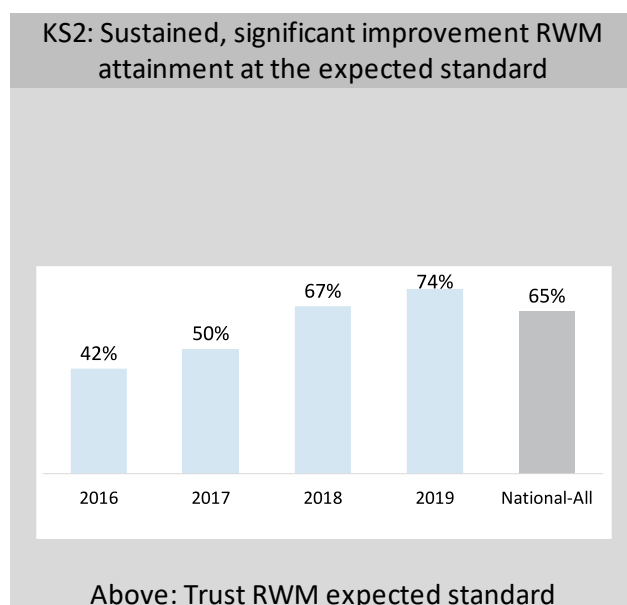
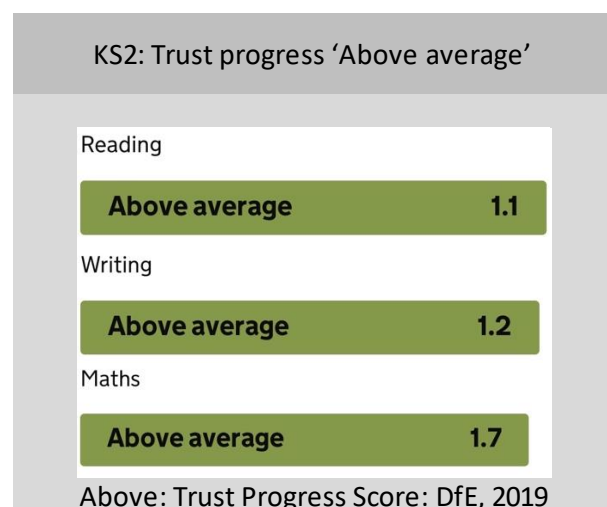
At DCAT we have clear stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
- C**ontinued development of staff is valued and improves education for young people
- A**ll schools are improving and perform above national expectations
- T**he distinct Christian identity of each academy develops and is celebrated

We exist to provide a first-class option for schools choosing to become an academy. Each of our schools maintains its own unique character and identity, serving its distinct community.

We consider, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

The data below gives a snapshot of the Trust Primary performance for 2021/22 which put the Trust in the top 20% of Trusts nationally and the 2nd best performing Church of England Multi Academy Trust.



DCAT Organisational Structure

The existing structure is in place to provide high quality support for our 24 schools. We are in the process of rolling out a new structure to account for our planned growth. This can be shared with you on request.

School Improvement

The Trust passionately believes in a collaborative approach to school improvement, with opportunities for developing and sharing best practice, networking, and staff development.

Intrinsic to our approach at the Trust, is the belief that all academies are different with needs that emerge from their unique context. We work in partnership with the Headteacher, Governors, Staff, Parents and Carers to affect a programme of continuing sustainable improvement that will have a real impact, first on the pupils, and also on the staff and wider community.

Career Opportunities within DCAT

DCAT is looking to develop the careers of colleagues by identifying and nurturing willing and able future leaders. We have numerous examples of administrative staff progressing into management positions, middle level leaders stepping up to Senior roles, and Assistant Headteachers and Deputies stepping up to Headship within our Trust. In addition, Heads have successfully applied for part-time Senior Education Leader roles and our CEO and DCEO have been Heads/Deputies within our Trust. In short, succession planning and talent management are key priorities for DCAT and a significant CPD budget has been allocated for staff development across the Trust.

Job Profile

Position	Clerk to Local Governing Body
Salary Scale	Salary - East Sussex Single Status, Grade 7, sp 18-19, £26,539 -£27,196 pro-rata (pay award pending)
Contract type	Casual/Zero Hours Contract
Holiday Entitlement	6.05 weeks per year, inclusive of the usual public holidays, (holiday pay is included in your actual salary)
Benefits	<ul style="list-style-type: none"> • Local Government Pension Scheme • Free Parking onsite • Cycle to Work scheme • Employee Assistance Programme
Responsible to	Head of Governance and Operations
Base	Eastbourne

Main purpose of the job:

Provide effective administrative support and advice to the local governing body on governance, constitutional and procedural matters. Regulations require local governing bodies to have regard to advice from the clerk in regard to exercising the following local governing body functions:

- Provide effective administrative support to the local governing body and its committees.
- Ensure the local governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Main responsibilities and tasks:

The clerk to the local governing body will:

- Provide effective administration and communication of meeting.
- Agree and communicate meeting dates, times and venues with LGB, academy and DCAT.
- With the chair and headteacher prepare a focused agenda for the local governing body meeting.
- Liaise with those preparing papers to make sure they are available on time, and distribute, either electronically or on paper, 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 and providing copies of papers and minutes.
- Draft minutes of local governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the local governing body), the Headteacher. Circulate the reviewed draft to all governors (members of the committee), the Headteacher (if not a governor) and other relevant body, e.g. DCAT, as agreed by the local governing body and within the timescale agreed with the local governing body.
- Follow-up any agreed action points with those responsible and inform the chair of progress. Respond swiftly to any email, correspondence or telephone queries.

Provide advice to the local governing body

- Advise the local governing body on governance legislation 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 legal advice, support and guidance, and where necessary seek advice and guidance from third parties to include DCAT on behalf of the local governing body.
- Inform the local governing body of any changes to its responsibilities as a result of a change in academy status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of staff.
- Advise on the annual calendar of local governing body meetings and tasks.
- 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 or chair of a committee.

Membership

- Provide new governors with the appropriate DCAT application forms. Ensure these are forwarded to the DCAT Governance Professional for ratification by the Governor Appointment Panel, on behalf of Trustees.
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school and DCAT.
- Liaise with the Business Manager and 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 members of the local governing body.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the local governing body on succession planning (of all roles, not just the chair).

Manage Information

- Maintain up to date records of the names, addresses and category of local governing body members and their term of office, and inform the local governing body and DCAT of any changes to its membership to include resignations.
- 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 at meetings.
- Maintain records of local governing body correspondence.
- Ensure copies of statutory policies and other school documents approved by the local governing body are kept at the school and published as agreed, for example, on the website. In addition, maintain a file of relevant Department for Education (DfE), DCAT and Church authorities' guidance documents.
- Ensure filing of papers, as required by the school, is kept up to date. This is important for Ofsted and inspections.

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.
- Attend the Clerk to LGB Hub meetings.
- Participate in regular performance management.

Additional Services

- Clerk any statutory appeal committees/panels the local governing body is required to convene.
- Administrate and assist with the elections of parent and staff governors, reporting information to LGB, the school and DCAT.
- Participate in and contribute to the training of governors in areas appropriate to the clerking role.
- Maintain archive materials.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Perform such other tasks as may be determined by the local governing body from time to time.

This list is not exhaustive, and the clerk may be asked to undertake additional duties.

Person Specification

Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> English and Maths to Level 2 (GCSE C or 4 grade) or equivalent. NVQ Level 3 or equivalent level experience. 	<ul style="list-style-type: none"> BTEC Level 3 in Clerking for Governing Bodies or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working in an administrative capacity. Experience of maintaining and manipulating computerised and/or hard copy data/information. Knowledge of governing board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes. Experience of writing agendas and servicing meetings Awareness of data protection legislation to handle information securely in a confidential and impartial manner. Understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	<ul style="list-style-type: none"> Previous experience of working in a school environment. Knowledge of education legislation, guidance and legal requirements. Knowledge of the respective roles and responsibilities of the chair of governors, governing board, headteacher, Local Authority, Church Authority and DfE.
Key Skills	<ul style="list-style-type: none"> Ability to organise complex material and to understand and assimilate new information. Ability to take accurate minutes and maintain efficient record keeping systems. Communication, literacy and IT skills. Ability and willingness to work individually using own initiative. Ability to organise time and work to deadlines in an organised and methodical manner. Ability to work as a team member. Ability to demonstrate and maintain integrity, impartiality and confidentiality. Willingness to work at times convenient to the governing board including evening meetings. 	<ul style="list-style-type: none"> Ability to develop and maintain contacts with outside agencies e.g. DfE, LA departments, Church Authorities. Demonstrate a willingness to attend further training and development opportunities.

	<ul style="list-style-type: none"> • Ability to produce evidence of personal and professional development and an openness to learning and change. • Ability to demonstrate commitment to equal opportunities. • Sensitive to the differing perspectives of those who work in schools. 	
--	--	--

The Aims and Objectives of the Trust

The Trust's aims and objectives are to provide every child in its academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values. Every lesson should be at least good or better and every child should enjoy school life and must make the best possible academic progress. Each academy will be welcoming to all and will serve equally those who are of the Christian faith, those of other faiths and those with no faith.

The Trust aims to bring together local church schools and community schools where appropriate, to drive and maintain improvement and share economies to maximise resources for teaching and learning in the classroom. This will enable all pupils and staff to develop and achieve their full potential. The Trust wants to attract, train and keep good staff and also use expertise from other schools and external partners, including local universities and teaching school alliances.

Principal Accountabilities

To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

DCAT

With a supportive and collaborative approach, it is expected that our schools are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the school's own identity.

Equality and Inclusion

The Diocese of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation. To support this, the Trust has a number of policies that you should ensure you are familiar and compliant with. Any breaches may lead to termination of employment.

Health and Safety

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, The Trust's Health and Safety Policies.

Sustainability and Environment

The Diocese of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The Diocese of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

Data Protection/GDPR

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management. Details about Data Protection/GDPR are available on request from the Trust's Data Protection Officer - please contact Jo Saunders if you wish to request a copy of these: contact@dcac.academy

Safer Recruitment - Right to Work

British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

Safeguarding

The Diocese of Chichester Academy Trust and academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: - <http://www.homeoffice.gov.uk/dbs>

How to Apply

Conversation

For a confidential discussion about the role, please contact Danni Gregory, Trust Governance Professional, on 07513 826002 or email dgregory@dcacat.academy.

Application Form

Completed application forms – a CV will not be accepted – should be addressed to the HR Team and submitted via email to hr@dcacat.academy.

Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application.

Interviews

The interviews will be held at DCAT offices or remotely through the use of alternative technology if required.

Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made conditional subject to all required pre-employment checks. Each candidate will be telephoned with the outcome. Requested feed-back will be available by arrangement.

Receipt of Application

Applications are acknowledged (by email) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Team at hr@dcacat.academy.org.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on the DCAT HR secure database and will be used to process your application. It will not be passed to any other organisation and will comply with new GDPR regulations. DCAT's Staff Privacy Notice is published on the DCAT website link here:

https://drive.google.com/file/d/12XspHm0aloz_GY4HfT2TUH12mvUzA669/view