

Job Title	Clerk to Local Advisory Board	Grade	ELM7
Department	Administration	Hours	192 hours worked flexibly Minimum 13 LAB meetings p.a.
Reports To	Clerk to the Trust Board	Weeks	38.4

JOB PURPOSE

To provide a clerking service to the Local Advisory Boards of Heathside Weybridge and Heathside Walton Schools, ensuring governance adheres to good practice and meets all statutory and regulatory requirement.

MAIN DUTIES AND RESPONSIBILITIES

Clerk to the Local Advisory Boards (LAB)

- Liaising with the Clerk to the Trust, produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting.
- Record the attendance of Local Advisory Board (LAB) members at each meeting and take appropriate action re absences.
- Advise each LAB on governance legislation and procedural matters where necessary before, during and after the meeting in accordance with Trust policies and procedures.
- Take notes of the LAB meetings to prepare minutes, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the chair and Head of School for amendment/approval by the chair.
- Copy and circulate the approved draft minutes to all governors within the timescale agreed with the LAB.
- Liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously.
- Maintain a database of names, addresses and category of LAB members and their term of office in the relevant folder on Teams updating the Clerk to the Trust Board on a regular basis.
- Maintain copies in the relevant folder on Teams of current terms of reference, committee and working party membership and nominated governors updating the Clerk to the Trust Board as changes are recorded.
- Ensure that a register of LAB pecuniary interests is maintained, reviewed annually and lodged within the trust.
- Maintain a record of training undertaken by members of the LAB, disseminating information
- Ensure that new governors have access to appropriate documents, training and induction materials, liaising with the Clerk to the Trust to produce and maintain up to date information.
- Liaise with the Clerk to the Trust to ensure that statutory school policies and documents are in place, regularly reviewed and approved by the LAB and that the trust policy register is updated. Maintain the school policy folder on Teams.
- Maintain an up to date understanding of relevant legislation and guidance relating to school governance and Trust policies as they are reviewed in order to advise the LAB on policy and statutory requirements.
- Attend Clerks' Briefings and other relevant training sessions
- Convene LAB panels as required e.g. in connection with parental complaints, staff grievances, keeping all parties informed and take notes to be shared with all parties.
- Organise rooms/refreshments for LAB meetings.
- Organise and attend the annual governors' conference.
- Liaise with the Clerk to the Trust Board to ensure the governance sections of the school websites are updated, as appropriate.
- Responsible for running Local Advisory Board elections under the oversight of the Clerk to the Trust Board

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into the Trust and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core value of 'Respect'. All staff are expected to be committed to this ethos in everything they do and avoid any action that may be detrimental to the interests of the Trust.
- Work collaboratively to share good practice, resources and ideas and realise the Trust's visions and aims. Act with professional integrity at all times, following the "Code of Conduct".
- Utilise IT to improve communication and reduce paper use. Security procedures must be followed when using IT systems.
- Follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable IT Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using IT systems or Trust IT equipment.
- Ensure compliance and adhere to the Trust and Academy 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.
- Ensure that the highest priority is given to guidance and regulations to safeguard children and young people. Ensure any safeguarding or child protection issues are acted upon immediately by informing the Designated Safeguarding Lead.

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

"ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Experience in administration	E		App/Int
Experience of working in an educational environment		D	App/Int
Working with people at all levels both internally and externally	E		App/Int
Experience of clerking/minuting formal meetings		D	App/Int
Experience in implementing policies and procedures and creating new systems and processes to develop efficiency	E		App/Int
Skills, knowledge and abilities			
Excellent ICT skills including MS Office suite	E		App/Int
Effective written and oral communication and presentation skills	E		App/Int
Effective time management and organisation skills	E		App/Int
Ability to follow instructions and give advice	E		App/Int
Meticulous attention to detail, maintain a high level of accuracy	E		App/Int
Ability to work on own initiative and under pressure to tight deadlines	E		App/Int
Ability to analyse, present and interpret data	E		App/Int
Ability to learn new skills and processes quickly	E		App/Int
Qualifications and Training			
Good standard of education	E		App/Int
Further or higher education qualifications relevant to post	E		App/Int
Personal attributes			
Good interpersonal, presentation and communication skills, able to relate well and build good relationships	E		Int/Ref
Responsible, calm, confident, professional and able to deal effectively with colleagues at all levels, providing challenge when appropriate	E		App/Int
Flexible, efficient, solution focussed and highly organised able to attend scheduled meetings	E		App/Int
Sensitivity, diplomacy, integrity and awareness of confidentiality	E		App/Int/Ref
Resilient and self-motivated with a commitment to continued improvement and personal development	E		Int/Ref
Ability to work without supervision and a team player.	E		Int/Ref

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	