

## Job Description

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

<b>Job Title:</b>	Clerk to the Board of Trustees – OAK Multi-Academy Trust
<b>Grade:</b>	7
<b>Hours:</b>	171 hours per academic year (10.18%FTE)
<b>Salary:</b>	£28,672 - £31,346 per annum
<b>Actual Salary:</b>	£2,919 - £3,191 per annum
<b>Responsible to:</b>	Chair of Trustees / Chief Executive Officer
<b>Key Relationships:</b>	Chair of Trustees, Chief Executive Officer, Chief Finance & Operations Officer, Trustees of the Board, Headteachers.

### Job Purpose:

The clerk to the Trustees will be accountable to the Board or Trustees, working effectively with the Chair of Trustees, with the Chief Executive Officer and Chief Finance & Operations Officer.

The clerk will be responsible for advising the Board of Trustees on constitutional matters, duties and powers, and will work within the broad current legislative framework. He/she will secure the continuity of Board of Trustee's business and observe confidentiality requirements.

## MAIN DUTIES AND RESPONSIBILITIES

### 1. Meetings

#### The clerk to the Board of Trustees will:

- Develop an annual meeting program for the Board of Trustees including all committee meetings.
- Liaise closely with clerks to the Local Governing Bodies of all schools within the Trust including planning of meetings to ensure the local programs fit with the Trust schedule.
- Work effectively with the Chair, CEO and others as needed before the Board of Trustee meetings and other committee meetings, to prepare a purposeful agenda which takes account of current issues, statutory requirements and is focused on school improvement.
- Ensure the agenda is prepared in a timely manner and distribute electronically to meeting attendees along with other relevant papers in accordance with the terms of reference for Board of Trustee meetings.
- Ensure the Board of Trustee meetings run in accordance with the Board of Trustee terms of reference, the Trust Articles of Association and the Scheme of Delegation.
- Advise the Board of Trustees on governance legislation and procedural matters where necessary before, during and after the meeting.

## OPPORTUNITY, AMBITION, KNOWLEDGE

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Company No. 07695364

- Take notes of the Board of Trustee meetings and other committees in order to prepare accurate minutes, including indicating who is responsible for any agreed action, recording all decisions with timescales for actions.
- Send drafts of minutes to the Chair and CEO for amendment/approval. Distribute the approved draft to all Trustees in attendance at the meeting within the timescales agreed in the terms of reference.
- Maintain an action log of actions from all meetings and liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Board of Trustees.
- Support the Board to undertake self-evaluation of its effectiveness and identify opportunities for improvement.

## **2. Membership**

### **The clerk will:**

- Maintain a database of names, addresses and category of Board of Trustees members and their term of office, ensuring that any change in membership are advise to the relevant authorities within the necessary timelines.
- Initiate a welcome pack/letter being sent to newly appointed Trustees including details of terms of office and lead on the induction process.
- Support the development of and maintain copies of current terms of reference and membership of all committees and working parties including LGBs, in line with the Scheme of Delegation.
- Ensure clerks to LGBs advise Governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Ensure maintenance of Governor meeting attendance records and advise the Board of Trustees of non-attendance of Governors.
- Engage in agreed governance software for updating and sharing documents.
- Ensure that a register of pecuniary interests is maintained and updated annually.

## **3. Advice and Information**

### **The clerk will:**

- Keep abreast of governance developments
- Advise the Board of Trustees on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Maintain the repository of information that will form the basis for sharing and storing governance documents.
- Ensure that new Trustees and Governors have a copy of the Governance Handbook and other relevant information.
- Maintain records of Board of Trustees' correspondence.
- Give advice and support to Trustees taking on new roles such as Chair or Chair of a committee.
- Maintain archive materials to meet statutory requirements.
- Maintain records of training and skills/competencies records for the Board of Trustees.
- Quality assurance of Local Governing Body clerking, compliance and governance

## **4. Availability:**

### **The clerk should be able to:**

- Work at times convenient to the Board of Trustees and LGBs. Most meetings are held in the evening.
- Travel to and from meetings.
- Be self-motivated, keeping up to date with changes to legislation and good practice.
- Deal with complex and sensitive issues effectively and respecting confidentiality.

- Provide a balance of advice and support without interfering with the decisions the Board of Trustees make.

To undertake any other task commensurate with the grade of the post, as directed by the Chair of Trustees / Chief Executive Officer / Chief Finance and Operating Officer

**SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

The nature of the work involves the post holder carrying out work outside of normal working hours.

The post holder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION – CLERK TO THE BOARD OF TRUSTEES		
	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education up to 'A' level standard or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 years' experience of working at a senior level in an administrative role</li> <li>• Experience of multi-tasking in a complex and demanding environment</li> <li>• Relevant personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as a Clerk to a Governing body</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work accurately, with meticulous attention to detail</li> <li>• Ability to establish and maintain effective clerical and administrative systems</li> <li>• Ability to use initiative</li> <li>• Proven organisational skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent listening, oral and writing skills</li> <li>• Competent IT skills – MS Office Suite</li> <li>• Self-motivated</li> <li>• Ability to work well within a team</li> <li>• Ability to influence others</li> <li>• Ability to work independently and take decisions when appropriate</li> <li>• Ability to prioritise workload</li> <li>• Ability to work speedily and efficiently</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding issues and ability to follow all Trust procedures relating to this</li> <li>• A commitment to the Trust's aims and values</li> <li>• Hold positive values and attitudes and adopt high standards of behaviour in a professional role</li> <li>• Demonstrable commitment to teamwork and whole Trust improvement</li> <li>• Integrity</li> <li>• Self-motivated</li> </ul>	