

# Job Description and Person Specification

## Clerk to the Governing Body



For more general information about working at GWA please refer to the Information for Applicants issued with this job description.

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

<b>Job Title</b>	Clerk to the Governing Body
<b>Accountable To</b>	Chair of Governors
<b>Job Purpose</b>	To support and inform the work of the Governing Body and Trustees of Great Western Academy Trust
<b>Salary</b>	NJC scale Point 17 (£15.58 per hour) 182 hours per annum, averages at 3.5 hours per week, paid for 52 weeks per year, annual salary of £2,835 (see also 'Working Pattern' below)
<b>Start Date</b>	As soon as possible

*This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).*

### 1. Clerking of the Board and its Committees

- To be fully conversant with the memorandum and Articles of Association of the Trust, the Terms of Reference of its Committees and the Scheme of Delegation and to advise the Governors on matters of procedure in this respect
- To liaise with the Chair in respect of relevant legal requirements in connection with the governance of the Trust
- To agree and publish, in consultation with the Chair and Principal, an annual Calendar of Meetings for the Governing Body and its Committees to ensure that meetings are held within legally prescribed timescales and decisions are made at the appropriate time
- In consultation with the Chair of the meeting prepare agenda and coordinate papers for the meeting
- Circulate the agenda and papers for the meeting at least 7 days prior to the meeting
- Record attendance and ensure the meeting is quorate
- Ensure any business interests are declared at each meeting
- Take an accurate note of the meeting from which to prepare a set of minutes as a formal record of the meeting
- Agree the draft minutes within 7 days with the Chair of the meeting and Principal if appropriate
- Circulate the draft minutes when approved to the relevant Governors
- Liaison with the Academy Business Manager to ensure that the annual cycle of reporting is met and that the Governing Body is fully informed of requirements of the Academies Financial Handbook, Health & Safety Reports (Accident & Incident Reporting), and any other relevant directives
- Liaison with the Principal or nominated member of staff to organise panels and other meetings on staff related matters including redundancy, discipline, and grievance

## **2. Governance Administration**

- Maintain a database of Governors, term of office, category and contact details and ensure this is kept up to date on Get Information About Schools (or other required sites)
- Ensure information about Governance which is required on the Academy website is kept up to date
- Establish, manage and maintain an Office 365 SharePoint site for Governors
- Manage the Parent Governors appointment process (to include a secret ballot of Local Parent Governors if required)
- Manage written resolutions for appointment of Governors and Members
- Ensure that Governors are advised of opportunities for training and briefings and keep a record of attendance
- Advise Governors of sources of information and advice that are available

### **Confidentiality**

Maintain confidentiality at all times, acting with the utmost discretion being aware of issues where confidentiality must be maintained but also sensitive to the needs of transparent governance.

### **Working Pattern**

As the role is essentially concerned with supporting the Governing Body the workload invariably matches the 6 cycles of meetings each year. We expect the work to be completed in an average of around three to four hours per week. In weeks where meetings take place the hours may be greater, in other weeks – such as in school holidays - there may be much less to do. The contract is therefore for 182 annualised hours, paid over 12 months. The role would suit someone who has spare time in the evenings and who can be flexible with their working hours.

*Person Specification follows below*

# Person Specification

Clerk to the Governing Body

	Essential	Desirable	Assessment
<b><u>Qualifications</u></b>			
Strong Level 2 qualifications, including GCSE Maths and English at grade C (or 4) or better.	✓		Application
A-levels, first degree or equivalent		✓	Application
Other relevant qualification in education management, clerking or governance		✓	Application
<b><u>Experience</u></b>			
Experience of working as a clerk to a governing body, or working or volunteering in the education sector	✓		Application / Reference
Experience of working in an Academy		✓	Application / Reference
Evidence of ability to generate and sustain positive working relationships with others	✓		Interview / Reference
Evidence of working with Office 365		✓	Application / Interview
Experience of charity or company law		✓	Application / Interview
<b><u>Knowledge, Understanding and Skills</u></b>			
Understanding of governance	✓		Application / Interview
Good knowledge of the context in which schools operate and of their accountability	✓		Application / Interview
Excellent planning and organisation skills	✓		Application / Interview
Strong numeracy, communication, and ICT skills	✓		Application / Interview
<b><u>Personal Qualities</u></b>			
Ability to build and maintain quality relationships through effective communication and professional integrity	✓		Interview
Capable of working under pressure and to deadlines	✓		Interview / Reference
Able to inspire trust and confidence in those you work with	✓		Interview / Reference
Demonstrate enthusiasm and positivity, energy, and vigour	✓		Interview / Reference
Able to work both in a team and alone	✓		Interview / Reference
High levels of integrity, compassion, and trust	✓		Interview / Reference