

Job Description: Clerk to the Local Governing Body (LGB)

Job Title: Clerk to the Local Governing Body (LGB)

Location: Home based, with face-to-face meetings that will take place at one of our eight schools, located in the London Borough of Bromley

Salary: Scale 5 SCP 11-15, £31,074 - £32, 931 per annum full time equivalent. Actual pro rata salary £2,019 per annum.

Reports To: Governance and Policy Manager

Contract: Permanent

Working Pattern: 100 per year, annualised hours, with the flexibility for further hours should the need arise.

Job purpose

The Clerk to the Local Governing Body (LGB) will provide a high-quality clerking service for our schools and their Local Governing Body, to support them in providing the best education possible for their children and young people.

Key responsibilities

- Provide high quality comprehensive business support to designated LGBs within the Trust, including agendas and minutes.
- Maintain records for LGBs including governor training records, governor attendance records and the school's policy tracker.
- Advise the LGB on governance procedure and good practice.
- Deliver, within required timescales, support for panels such as complaints or pupil disciplinary panels.
- Distribute approved agendas and meeting papers to LGB members within required timeframes.
- Attend meetings in person, taking accurate minutes using the Trust's standardised templates.
- Draft and send minutes to the Chair and Headteacher for review and suggested amendments.
- Disseminate finalised minutes and action logs to governors via the agreed method.
- Maintain up-to-date and accurate records including governor training records, governor attendance records and the school's policy tracker.
- Where immediate advice is not possible, liaise with the Trust's governance team to obtain answers.

Person Specification

Essential

- Solid administration experience including, but not limited to, taking minutes, and collation and maintenance of various documents.
- The ability to work effectively and to a good standard with IT packages such as Microsoft Office.
- Excellent communication (both written and verbal).
- Strong organisational and time management skills.
- Excellent listening skills which include the ability to discriminate and assimilate key information into high quality minutes.
- Experience of building and developing positive, pro-active and effective working relationships with a diverse range of people.

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IMPACT Multi Academy Trust. Registered Office: Langley Park School for Girls,
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- Able and willing to attend training and professional development opportunities.
- Willingness to learn and develop knowledge of school governance.
- Discretion and professionalism in handling confidential information.
- Ability to work independently and manage deadlines.

Desirable

- Experience clerking in a school or academy setting
- Some previous knowledge of school governance and the education system

Note: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this role.

Impact Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to an Enhanced Disclosure and Barring Service check (DBS) check.

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