

JOB DESCRIPTION



School: Academy Trust	Location: Newbury
Job Title: Clerk to the Newbury Academy Trust Board	Grade/Salary Range: E12

JOB PURPOSE

Provide advice to the Members, Trustees and Governors of the Academy Trust Board on governance, constitutional and procedural matters.
Provide effective administrative support to the Members, Trustees and Governors and any Committees.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE

Chair of Trustees/Executive Headteacher

Clerk

MAIN DUTIES AND RESPONSIBILITIES

- Advise the Members, Trustees and Governors of the Academy Trust board on Governance legislation and procedural matters where necessary before, during and after meetings.
- Inform the Members, Trustees and Governors of any changes to its responsibilities as a result of a change in school 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.
- Advises on the annual calendar of Members, Trustees, Governors and local Governing Bodies meetings and tasks.
- Contribute to the induction of newly appointed Governors, and/or those appointed to new roles. Ensure new Governors receive excellent induction.
- Maintain training records for Governors and ensure appropriate training is undertaken.
- Ensure statutory compliance with Funding Agreements, Supplementary Funding Agreements, Articles of Association, Memorandum etc.

Effective Administration of Meetings:

- With the Chairs and Executive team, prepare focussed agendas for all meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Ensure up to date records of attendance at meetings are kept.
- Follow up any agreed action points with those responsible and inform the Chair of progress.
- Prepare accurate minutes within agreed timescales and distribute as appropriate.
- Clerk any statutory appeal committees/panels the Members, Trustees and Local Governing bodies are required to convene e.g. Governor Disciplinary Panel Meetings.

Membership:

- Advise Governors and appointing bodies in advance of the expiry of a Trustee or a Governor's term of office, so elections can be organised in a timely manner.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.

- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged with in the school.
- Ensure Disclosure and Barring (DBS) checks has been carried out for Governors in conjunction with the HR Officer.
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Trust Board and Local Governing Bodies on succession planning.

Manage Information:

- Maintain up to date Committee records of the names, addresses and category of Members, Trustees and Local Governing Body members and their term of office, and inform the Members, Trustees and Local Governing Bodies and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference, constitutions and membership of any boards, committees and working parties and any nominated governors e.g. Child Protection, SEND.
- Maintain a record of signed minutes of meetings at Trust level and in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Ensure Members review policies as required (ensuring they have been reviewed by Trust and school staff in the first instance).

Personal Development:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

August 2024

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks

PERSON SPECIFICATION

Job Title: Clerk to Newbury Academy Trust Board
Reports to (job title): Chair of Trustee/Executive Headteacher

<u>Knowledge/Qualifications/Skills & Experience</u>	Essential/Desirable
<ul style="list-style-type: none"> At least a C grade in English and Maths GCSE or equivalent 	E
<ul style="list-style-type: none"> Knowledge of office administration practices 	E
<ul style="list-style-type: none"> Excellent knowledge of MS Office or equivalent 	E
<ul style="list-style-type: none"> Qualified to A Level standard or equivalent experience in an administrative environment 	D
<ul style="list-style-type: none"> Professional Clerking qualification 	D
<u>Skills</u>	
<ul style="list-style-type: none"> Excellent communication and inter-personal skills 	E
<ul style="list-style-type: none"> Ability to use discretion and respect confidentiality 	E
<ul style="list-style-type: none"> Excellent personal organisation and time management 	E
<ul style="list-style-type: none"> Able to work quickly and accurately to tight deadlines 	E
<ul style="list-style-type: none"> Excellent IT skills 	E
<ul style="list-style-type: none"> A very high standard of written and spoken English 	E
<ul style="list-style-type: none"> Excellent oral and literacy skills 	E
<ul style="list-style-type: none"> Proactive and able to work on own initiative 	E
<ul style="list-style-type: none"> Ability to work under pressure and to remain calm in difficult circumstances 	E
<ul style="list-style-type: none"> Able to work alone and as part of a team 	E
<ul style="list-style-type: none"> Driving licence and use of own car 	D
<u>Experience</u>	
<ul style="list-style-type: none"> Experience of working in an administrative role 	E
<ul style="list-style-type: none"> Experience of managing own workload and meeting deadlines 	D
<ul style="list-style-type: none"> Experience of Clerking 	D