

Salary:	NJC Pay Scale, Grade E, Points 12-17
Responsible to:	Governance Lead, FCAT Chief Operating Officer
Date of Job Description:	January 2025

Purpose of the Role:

To provide an efficient clerking service to academy councils (governing bodies) in FCAT schools and academies.

Main Tasks and Responsibilities

Governance Services

1. Preparing draft agendas for meetings, obtaining clearance for them from appropriate senior staff and governors and revising as required.
2. Taking minutes of meetings, typing them to a high standard, obtaining clearance from appropriate staff and governors and revising as required.
3. Circulating papers for meetings, electronically, to governors, directors and associated parties in advance of meetings.
4. Producing supporting papers for meetings including governor attendance and self-assessment reports as required.
5. Arranging meetings, venues and refreshments for meetings.
6. Maintaining efficient electronic and paper filing systems.
7. Supporting the appointment of governors to vacancies and making arrangements for the election of staff and parent governors.
8. Ensuring compliance with the Data Protection and Freedom of Information Acts and responding to both in a timely manner when required.
9. Keeping information, papers and outcomes of discussions held in meetings confidential.
10. Working with the FCAT Central Team to ensure that governance information held on FCAT and academy websites is up to date.

11. Ensuring that governors are kept up to date with new developments and essential information relating to their role, and providing advice as required.
12. Working with the FCAT Central Team to identify any training needs for governors.
13. Ensuring Disclosure and Barring Service (DBS) checks are carried out for all new governors and those renewing their terms of office.
14. Other administrative duties including photocopying, scanning and shredding of documents, handling incoming and outgoing mail, answering the phone, sending and replying to emails, ordering stationery etc.
15. Carrying out any other duties as reasonably requested in line with the requirements of the post.
16. Attending training and continuing professional development (CPD) opportunities as required.

Other Tasks and Responsibilities

1. To work flexibly to accommodate meetings with early or late start/finish times as required.
2. To act in accordance with FCAT's policies and procedures.
3. To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
4. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
5. To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
6. Any other tasks and responsibilities reasonably appropriate to this post and grade