



Governance Officer and Clerk to Local Governing Boards

SALARY: Grade 6 (Actual Salary - £10,028 - £10,256 per annum)

Contract: 22 hours per week, Term Time Only

Start Date: ASAP/February 2022

CANDIDATE INFORMATION PACK

What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Governance Officer and Clerk to Local Governing Boards position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a high-quality governance professional with clerking experience who has ambition and drive, and shares the MAT's values and passion for improving the lives and opportunities of children and young people with SEND and challenging behaviours.

This key role, within our governance team, will be challenging but always interesting and it will provide an exciting and rewarding opportunity for a high calibre governance professional to be a part of our growing Trust. Reporting directly to the Governance Manager, you will provide governance administrative support to the governance manager, along with administrative support, advice and guidance to the local governing boards on governance, constitutional and procedural matters.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Rebecca Bage, Governance Manager on 01623 859889, via email to hr@esteemmat.co.uk or visit our website at www.esteeemmat.co.uk/jointheteam.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £26 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 3 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

The advertisement

Job Title: Governance Officer and Clerk to Local Governing Boards

Location: Trust Central Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT (Hybrid working model in operation – equipment for home office work will be provided).

Grade/Scale: Grade 6 (Actual Salary - £10,028 - £10,256 per annum) currently awaiting outcome of NJC annual pay award 2021

Start date: ASAP/February 2022

Contract: 22 hours per week, Term Time Only

We are seeking a high-quality governance professional with clerking experience who has ambition and drive, and shares the MAT's values and passion for improving the lives and opportunities of children and young people with SEND and challenging behaviours.

Reporting directly to the Governance Manager, you will provide governance administrative support to the governance manager, along with administrative support, advice and guidance to the local governing boards on governance, constitutional and procedural matters.

The ideal candidate will:

- Have strong ICT skills with excellent organisation and administrative skills.
- Ability to work with minimal supervision, independently and as part of a team.
- Sound judgement and ability to handle competing priorities is essential.
- Be detail-oriented - paying attention to details and able to deliver high quality, accurate work.
- Experience of building strong, positive relationships with a variety of stakeholders and can foster respect and trust easily.

Benefits include: LGPS Pension Scheme (Employer contribution 16.6%), 25 days annual leave plus bank holidays, Westfield Health membership and free parking.

For further information, please contact Rebecca Bage, Governance Manager on 01623 859889, via email to hr@esteemmat.co.uk or visit our website at www.esteemmat.co.uk/jointheteam.

Closing date for applications: Friday 21 January 2022 (midday)

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Governance Officer and Clerk to Local Governing Boards Esteem Multi-Academy Trust

Post Title:	Governance Officer and Clerk to Local Governing Boards
Location:	Flexible – to be discussed at interview
Purpose:	<ul style="list-style-type: none"> This post is to provide professional clerking duties to the local governing boards of St Clare's School, Peak School and the North East Derbyshire Support Centre. These are all academies within the Esteem Multi-Academy Trust. The role will also provide governance administrative support to the governance manager and the post holder may be called upon to provide temporary ad hoc clerking cover to other academy local governing boards within the Trust.
Reporting to:	Esteem MAT Governance Manager
Responsible for:	<ul style="list-style-type: none"> Providing administrative support, advice and guidance to the local governing boards on governance, constitutional and procedural matters. The clerk will contribute towards the efficient functioning of the governing boards and their committees. The clerk will be part of the Trust's central governance team and provide administrative support on governance initiatives, development work and compliance tracking and reporting.
Liaising with:	Chairs of Local Governing Board / School Business Managers/ Governors / Governance Manager / Headteachers / LGB Clerks
Working Time:	Part time - 22 hours per week, Term Time Only (39 weeks)
Salary/Grade:	Grade 6 (Actual Salary - £10,028 - £10,256 per annum) currently awaiting outcome of NJC annual pay award 2021
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<p>The clerk to the governing board will:</p> <ol style="list-style-type: none"> Provide advice to the governing board ; <ul style="list-style-type: none"> advise the board on its governance functions and Department for Education governance advice, including the Academy Trust Handbook, Governance Handbooks and Competency Framework for Governance

- advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- inform the governing board of any changes to its responsibilities as a result of a change in MAT procedures or changes in Scheme of Delegation or Department guidance
- advise the board on the regulatory framework for governance (Academies, Company Law, Charity Law, Articles of Association and Funding Agreement)
- offer advice on best practice in governance, including on committee structures, link governors and self-evaluation
- work with school leads to ensure statutory policies are in place, and highlight when governors need to consider or approve them
- advise on the annual calendar of governing board meetings, cycle of reporting and delegated approvals
- support the onboarding of new governors, provide induction materials and ensure they have access to appropriate documents, governance policies and access to online support and training
- contribute to the induction of governors taking on new roles, in particular chair of the board and link roles
- identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations

2. Effective administration of meetings

- timely and proactive contact with the chair and headteacher, prepare a focused agenda for the governing board and plan and support link and school lead reporting
- liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation and the Articles of Association;
- ensure meetings are quorate
- record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher
- ensure the reviewed draft is circulated to all governors, the headteacher, governance manager and link trustee within the timescale agreed with the governing board
- follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills mix
- establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner
- chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- collate and maintain information about governors such as any pecuniary interests and ensure timely provision of reports to school business manager to ensure this information is published on the school's website
- ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- maintain a record of training undertaken by governors and guide governors on training options
- maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing board on succession planning (of all roles, not just the chair)

4. Manage Information

- maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board , MAT governance manager and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference and membership of any committees and working parties and any nominated link governors
- maintain a record of signed minutes of meetings in school and on secure electronic format, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- maintain records of governing board correspondence
- ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website

5. People and relationships

- develop and maintain effective professional working relationships with the chair, the board and executive leaders
- contribute to the coordination of effective learning and development opportunities for those involved in governance

6. Personal Development

	<ul style="list-style-type: none"> • undertake appropriate and regular training to maintain own knowledge and improve practice • keep up-to-date with current educational developments and legislation affecting school governance • participate in regular performance management <p>7. Additional services</p> <ul style="list-style-type: none"> • general governance administration and support work on trust governance initiatives and projects • support to governance compliance and reporting activities and the evaluation of effectiveness of governance cross-Trust • support other governing boards or committees in the Trust on an ad hoc basis e.g. when other clerks may be absent short term • clerk any statutory appeal committees/panels the Trust or governing board is required to convene • provide advice to the school on the elections of parent and staff governors • prepare briefing papers for the governing board, as necessary • conduct skills audits and board effectiveness self-reviews • perform such other tasks as may be determined by the governance manager from time to time
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OTHER GENERIC RESPONSIBILITIES:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- 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
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust
- The MAT 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, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Governance Officer and Clerk to Local Governing Boards Esteem Multi-Academy Trust

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> General Education to GCSE including English and Maths Be able to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> Professional Clerking Qualification Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
Experience	<ul style="list-style-type: none"> Experience of providing clerking services 	<ul style="list-style-type: none"> Experience of providing clerking services within an educational setting
Knowledge and understanding	<ul style="list-style-type: none"> Knowledge of governing board procedures 	<ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements Knowledge of the respective roles and responsibilities of the governance roles within a MAT Knowledge of school/MAT governance related legislation and procedures
Skills	<ul style="list-style-type: none"> Good listening, oral and literacy skills Writing agendas and recording clear and accurate minutes of meetings Organising meetings Record keeping, information retrieval and dissemination of data/documentation Strong ICT skills including MS Excel, Word and Outlook Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve demonstrable results Ability to work with minimal supervision, independently and as part of a team Sound judgement and ability to handle competing priorities 	<ul style="list-style-type: none"> Using the internet to access relevant information Using virtual meeting platforms e.g. Zoom or Teams
Equal Opportunities	<ul style="list-style-type: none"> Knowledge and awareness of equal opportunities policy and commitment to its implementation 	
Other	<ul style="list-style-type: none"> Patient, tactful and approachable Able to undertake a range of tasks as appropriate for the role Flexible approach to tasks and workload be able to maintain confidentiality and remain impartial 	<ul style="list-style-type: none"> Evidence of commitment to Continuing Personal and Professional Development

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2021' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.eesteemmat.co.uk/jointheteam or you can email hr@eesteemmat.co.uk to request a copy. Please specify the job vacancy for which you wish to apply.

Upon receipt of your application, we will review and match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with UK General Data Protection Regulations (UK GDPR) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Friday 21 January 2022 (midday)
We reserve the right to interview suitable candidates upon application and may close the application process prior to this date.

Completed application forms can be returned electronically to the HR team via email to hr@eesteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:
Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT