

Job Description

Job Title: Panel Hearing Clerk

Location: Inspiration Trust Central Services – with Travel to schools across the Trust.

Job title	Panel Hearing Clerk
Salary Scale	Support Scale G
Hours of Work	Casual Contract, Variable hours
Weeks Worked	Term Time Only
Responsible to	Company Secretary
Location	Inspiration Trust Central Services (with travel to Schools across the Trust).

Main purpose of the role

- To contribute towards the achievement of Inspiration Trust's strategy and operational plans by supporting the Company Secretary in the provision of quality governance services to and support for Inspiration Trust and its schools.

Organisational relationships

- Responsible to the Company Secretary
- Direct liaison with members, trustees, academy committee members, Principal's, PA's, other staff within the Trust and key stakeholders.

Principal accountabilities and responsibilities

Overall	<p>When acting as the clerk for the panel meetings, the post-holder will (in conjunction with the Company Secretary) be responsible for:</p> <ul style="list-style-type: none"> • assisting the school with convening a panel of three members • the timely preparation and presentation of agendas and papers for all concerned • Inviting key stakeholders to attend the panel meeting, including checking to see if any special requirements are needed (e.g. access requirements, translator requirements) • ensure the accurate taking of minutes of meetings and obtaining approval and circulation thereof; • ensuring that all relevant persons are informed of the decisions of the panel
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Excellent literacy skills 	<ul style="list-style-type: none"> A degree or similar level qualification Membership of any relevant body
Experience	<ul style="list-style-type: none"> Experience of working to tight deadlines 	<ul style="list-style-type: none"> Experience of working with administration staff across multiple sites Experience of governance in educational environments Knowledge of Freedom of Information request legislation Knowledge of education sector
Skills, Knowledge	<ul style="list-style-type: none"> Excellent organisational skills Ability to meet deadlines Ability to develop positive working relationships Solution focused; team player Excellent communication skills Accurate and diligent work; attention to detail Able to exercise judgement and refer matters as necessary Ability to build and maintain respectful and courteous relationships with a wide range of stakeholders, many of whom give their time and effort voluntarily High level of professional integrity which will include the ability to maintain absolute confidentiality Excellent IT skills and ability to learn relevant new packages Knowledge of Microsoft office suite 	

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Signature

Date

Name