



CLERK TO MULTI-ACADEMY TRUST

GRADE: G5

1.	<p>PURPOSE OF JOB:</p> <ul style="list-style-type: none"> • To provide an efficient and professional clerking service across the Trust supporting Members, Directors, Local Governing Body and the Leadership Team • To advise on governance and procedural areas in line with Dfe requirements
-----------	--

2.	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES / AREAS OF FOCUS</p>
-----------	--

Strategic

- Work with the Chair of Directors, the Chief Executive Officer and the Chairs of local governing bodies (LGBs) to prepare focused and purposeful agendas aligned to the role and responsibility of the Board and LGBs, which enables planning to achieve key objectives.
- Advise the Board and LGBs on governance legislation and procedural matters before, during and after meetings as appropriate and ensure queries are resolved accurately and swiftly.
- Manage the appointment process for Members, Trustees and Governors, reviewing skill matrices and liaising with the Chair of Directors and CEO in relation to proposed changes to membership.

Administration

- Produce, collate and distribute the agenda and papers to ensure they are received at least seven days prior to the meeting.
- Clerk Board, LGB and Committee Meetings as required, ensuring the meeting is appropriately minuted and actions are captured, progressed and updated.
- Distribute approved minutes to relevant parties in a timely manner, enabling those with actions to have the time to complete activities and feedback within specified timeframes.
- Receive correspondence on behalf of the Board and LGBs, liaise with the CEO and Chair to ensure necessary and appropriate action is taken, drafting responses as appropriate.
- Draft and once approved, implement a yearly planner for the Board, LGBs and committees which details timescales for the submission of papers, sending out of papers and meetings. Ensure the planner details the cycle of agenda items whilst allowing for additional items to be submitted as appropriate.
- On an annual basis, take the Chair initially at the Board meeting to provide the Board with procedural advice regarding the election and to conduct proceedings for the election of the Chair.

- Develop and maintain a methodical, organised, professional approach to the administration of the Board and LGBs, ensuring relevant individuals are fully aware of expectations and timescales, providing advice and guidance to enable others to produce reports and updates as and when required.
- Ensure accurate records are maintained
- Maintain a list of Trust policies to ensure it meets statutory requirements and an electronic file enabling others to have easy access to accurate, up-to-date policy information.
- Notify the Board, the LGBs and relevant staff of policy review dates in a timely, organised, professional way.
- Maintain records of names, addresses, contact details and category of membership of the Board or LGBs alongside their terms of office, ensuring their details are only shared on a need-to-know basis.
- Record and monitor Trustees' and Governors' attendance at meetings and notify the CEO/Chair when frequent absence occurs.
- Inform the CEO and Chair of the expiry of Trustees' and Governors' terms of office before the term expires, enabling appointments to be undertaken in a timely, organised, planned way.
- Maintain a register of Member, Board and LGB pecuniary interests and review this annually.
- Ensure DBS checks are carried out for Members, Trustees and Governors as and when required and any issues are considered fully by the Chair and CEO
- Maintain copies of current terms of reference and membership of committee and working parties and nominated Trustees and Governors, (e.g. Safeguarding).
- Monitor that new Members, Trustees and Governors receive a proper induction programme and arrange training as and when required.
- Issue membership letter and provide newly appointed Governors, Members and Trustees with advice, guidance and support, ensuring they have access to appropriate materials to enable them to perform their roles effectively.
- Keep up to date with educational developments and legislation affecting school governance.

3.	<p>RESOURCES <i>(the post holder is personally accountable / responsible for the following:)</i></p> <p>IT packages including Excel, Word, PDF, software and / or internet programmes</p>
4.	<p>GENERAL</p> <p>Other Duties</p> <p>The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Relevant NVQ3 qualification, i.e. Business Admin / Customer Service • Good communication skills, both verbal and written • Proven 'touch typing' / clerking skills to support in meetings (taking minutes) 	<ul style="list-style-type: none"> • GCSE qualification in maths and English • Formal Education Clerk training / qualification
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a busy administrative role • Experience of a wide range of administration tasks 	<ul style="list-style-type: none"> • Experience of working in a school environment
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the statutory requirements of legislation concerning Safeguarding, including child protection, equal opportunities, health & safety and data protection 	
SKILLS	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Word, Excel, email • The ability to deal with regular interruptions • The ability to prioritise workload in a busy environment • The ability to work as part of a team • The ability to work on own initiative • Minute taking experience / skills 	<ul style="list-style-type: none"> • Good problem solver • Able to work under pressure
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Punctual • Approachable, professional and empathetic • Organised and resourceful • Smart appearance • Creative and enthusiastic • Ability to use initiative and apply sound 	<ul style="list-style-type: none"> • Willingness to participate in further training and development

	decision making skills whilst understanding that some matters must be referred to others <ul style="list-style-type: none"> • Attention to detail 	
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Will be required to undergo an enhanced disclosure and barring check • Two references will be required, one of which should be latest employer • Disclosure by association check 	

I confirm that I have received a copy of this job description and person specification:

Signed

Name

Date