

CLERK TO TRUSTEES & SCHOOL GOVERNORS

JOB DESCRIPTION

Salary

The role is for 18.5 hours per week (0.5 FTE), term-time only plus one day. It is a Grade 9 role and attracts a pro rata salary of £11,523.36 - £12,648.85 per annum (depending on experience).

Line management

The clerk to Trustees and School Governors will be line managed by the Head of HR & Compliance.

Job purpose

The clerk to Trustees and School Governors is responsible for:

- Providing a full range of administrative support for Trustees, Trustee Committees, School Governing Bodies and the headteachers. This support will include dealing with confidential issues.
- Providing the Trustees, Trustee Committees and School Governing Bodies with advice on constitutional matters, procedures relating to school governance and recommending good practice.
- Attending meetings of the Board of Trustees, Trustee Committees and School Governing Bodies, taking accurate minutes and arranging their circulation to members.
- Completing administrative routines relating to the post holder's remit.
- Supporting and encouraging the Trust's ethos and its objectives, policies and procedures.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the chair of Trustees and CEO of the Trust. Please note that the post holder will be required to work outside of normal school working hours for school events, meetings and emergencies.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, Trustees, School Governors and other professionals.
- S/he shall provide efficient and accurate administrative support and coordination relating to governance matters to the Board of Trustees, Trustee Committees and School Governing Bodies including arranging mailings as required.
- S/he shall convene all meetings of the Board of Trustees, Trustee Committees and School Governing Bodies by written notice and within required timescales.
- S/he shall liaise with the headteachers and chairs of Trustees, Trustee Committees and School Governing Bodies regarding the preparation of the agenda for meetings during the academic year in a synchronised manner across the Trust.
- S/he shall ensure that Trustees and School Governors sign the meeting's attendance record and notify members of absentees and their reasons for absence.

- S/he shall take minutes at meetings that are accurate and consistent across the Trust and prepare their draft for approval by the chairs, headteachers and other attendees.
- S/he shall ensure approved minutes are signed as required by the chair Trustees, Trustee Committees and School Governing Bodies.
- S/he shall publish and circulate minutes after approval as required and taking into consideration procedures for confidential items.
- S/he shall maintain an archive of all minutes and documentation required for compliance purposes on an IT management system (such as GovernorHub) and on the appropriate websites/portals.
- S/he shall liaise with the chair of Trustees, Trustee Committees and School Governing Bodies before the next meeting to receive an update on progress of actions agreed previously and hold those tasked with particular actions to account to ensure they adhere to the agreed timeframes.
- S/he shall arrange and give training sessions to Trustees, School Governors and staff to ensure that they are aware of procedures and regulations as appropriate and act as first point of contact on, as well as hold overall responsibility for, governance matters.
- S/he shall advise Trustees and School Governors on new policies required and dates for review of existing policies, including bringing model/draft policies to their attention.
- S/he shall maintain records of current terms of reference and membership of committees, working parties and nominated Trustees and School Governors.
- S/he shall maintain a database of Trustees and School Governors' terms of office and attendance ensuring that elections, appointments and terminations of office are carried out correctly.
- S/he shall liaise with the chair of Trustees and School Governors regarding recruitment strategies and induction processes that could be used in finding and onboarding new Trustees and School Governors.
- S/he shall undertake administrative duties relating to the appointment of parent and staff governors following agreed procedures.
- S/he shall ensure that all safeguarding requirements are put in place for existing and new appointees.
- S/he shall administer the appointment procedure of new Trustees and School Governors and co-ordinate their induction.
- S/he shall ensure that the Trust's reporting requirements conform to statutory requirements including those that form part of the schools financial value standard (SFVS) or the school resource management self-assessment tool.
- S/he shall act as Company Secretary to the Community Schools Alliance Trust and the duties required to be performed by the person holding such office.
- S/he shall deal with Trustees' and School Governors' correspondence promptly and as required.

- S/he shall provide note taking support at formal meetings arranged by the Trust or the schools.

General

- S/he shall attend school events as required.
- S/he shall attend relevant meetings and training sessions, including those outside of normal school hours.
- S/he shall be an active member of a governance network (such as the Academy Governance Insight Group) for the purposes of receiving updates, learning of best practice from other trusts and benchmarking.
- S/he shall seek, consider, and act upon professional support and advice as required.
- S/he shall keep up-to-date with developments and changes in associated legislation and guidance, and communicate appropriate information to/advise colleagues and Trustees and School Governors.
- S/he shall undertake other duties as may be required from time to time.