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| **JOB DESCRIPTION** |  |

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| **Newbury Academy Trust** | **Location: Newbury** |
| **Job Title: Secretary and Clerk to the Newbury Academy Trust Board** | **Grade/Salary Range: E18 - 22** |
| **Organisation Chart**  Chair of Board/Executive Headteacher  🡫  Secretary/Clerk | |
| **JOB PURPOSE** | |
| Provide advice to the Members and Directors of the Academy Trust Board and to local governing bodies on governance, constitutional and procedural matters.  Provide effective administrative support to the Members, directors and local governing bodies and any committees.  Ensure Academy Trust and governing bodies are properly constituted  Manage information effectively in accordance with legal requirements  Lead team of clerks (as the Trust grows and more than one clerk is required | |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Provide advice to the Members, Directors and local governing bodies * Advise the Members, Directors and local governing bodies on governance legislation and procedural matters where necessary before, during and after meetings * Act as the first point of contact for governors with queries on procedural matters * Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Members, Directors and local governing bodies * Inform the Members, directors and local governing bodies of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation * Offer advice on best practice in governance, including on committee structures and self-evaluation * Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff * Advises on the annual calendar of Members, Directors and local governing bodies meetings and tasks * Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice * Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee * Ensure statutory compliance with Funding Agreements, Supplementary Funding Agreements, Articles of Association, Memorandum etc. * Lead and manage a team of clerks (as and when this becomes necessary as the trust grows)   Effective administration of meetings   * With the Chairman of the Trust Board, Executive Headteacher and Associate Headteachers prepare a focused agenda for the Members. Directors and local governing bodies meeting and committee meetings * Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations * Ensure meetings are quorate * Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting * Draft minutes of Members, Directors and local governing bodies meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the Members, Directors and local governing bodies), the Headteacher * Circulate the reviewed draft to Members, Directors and / or governors), CEO, the Headteacher (if not a governor) and other relevant bodies, as agreed by the Members, Directors and local governing bodies and within the timescale agreed with the Members. Directors and local governing bodies * Follow-up any agreed action points with those responsible and inform the chair of progress   Membership   * Advise governors and appointing bodies in advance of the expiry of a Trustee or a governor’s term of office, so elections or appointments can be organised in a timely manner * Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections * Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school * Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so in conjunction with the Headteacher’s PA/HR Officer * Maintain a record of training undertaken by members of the Trust Board and local governing bodies including annual safeguarding training * Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance * Advise the Trust Board and local governing bodies on succession planning (of all roles, not just the chair)   Manage Information   * Maintain up to date records of the names, addresses and category of Members, Directors and local governing bodies members and their term of office, and inform the Members and Directors and local governing bodies and any relevant authorities of any changes to its membership * Maintain copies of current terms of reference, constitutions and membership of any boards, committees and working parties and any nominated governors e.g. Child-protection, SEND * Maintain a record of signed minutes of meetings at trust level and in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings * Ensure Directors review policies as required (ensuring they have been reviewed by Trust and school staff in the first instance)   Personal Development   * Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice * Keep up-to-date with current educational developments and legislation affecting school governance * Participate in regular performance management   Additional Services   * Clerk any statutory appeal committees/panels the Members, Directors and local governing bodies is required to convene: if the clerk is not contracted to set up and clerk these panels, the Trust Board and local governing bodies will have to make an alternative arrangement * Assist with the elections of parent and staff governors * Participate in, and contribute to, the training of governors in areas appropriate to the clerking role * Maintain a file of relevant Department for Education (DfE) or local authority guidance documents * Maintain archive materials * Prepare briefing papers for the Trust Board and local governing bodies, as necessary * Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies * Perform such other tasks as may be determined by the Trust Board and local governing bodies from time to time |
| SCOPE OF JOB (Budgetary/Resource control, Impact) |
| * No budgetary responsibility * Liaison with the other schools as well as a range of external agencies and government officials |

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| **Other Specific Duties**: |
| 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. |
| Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school 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. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

October 2016

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| **PERSON SPECIFICATION** |  | |
| **Job Title:** Secretary & Clerk to the Newbury Academy Trust Board | | |
| **Reports to (job title):** Chair of the Board | | |
| **KEY CRITERIA E/D ?** | | |
| **Knowledge/Qualifications/Skills & Experience**  Knowledge/Qualifications   * Preferably educated to A Level standard or equivalent experience in an administrative environment * At least C grade in English and Maths at GCSE or equivalent * Knowledge of office administration * Excellent knowledge of MS Office or equivalent   Skills:   * Good communication and inter-personal skills * Ability to use discretion and respect confidentiality * Good personal organisation and time management * Able to work quickly and accurately to tight deadlines * Good word processing, spreadsheet and database skills * A very high standard of written English * Proactive and able to work on own initiative. * Ability to work under pressure and to remain calm in difficult circumstances * Able to work alone and as part of a team * Driving licence and use of own car   Experience:   * Experience of working in a busy environment with people of all ages * Experience of managing own workload and meeting deadlines | | Essential/  Desirable  D  E  E  E  E  E  E  E  E  E  E  E  E  D  E  D |
| **Job Focus**  Planning and Organising   * Excellent time management * Decision Making * Diary management * Project management   Internal/External Relationships   * Leadership Group * Teaching and Support Staff * Governors * Students   Problem Solving   * Managing diaries * Organising complex schedules   Other   * Confidentiality and discretion | |  |