



Job Description

Clerk to Local Governing Bodies

The Role

Location: Home & School based

Accountable to: Company Secretary

Direct reports: None

Hours of work: hours to be flexible with a minimum of 100 hours per school

Salary: £12 - £15 hourly rate dependant on experience

Purpose of the Role:

The role will involve clerking for two or three schools in the King Edward VI Academy Trust Birmingham on a flexible part-time basis. The Clerk would have the support of the Company Secretary within a wider professional team based at the Foundation Office. The clerk will mainly be based at home but also attend meetings and work closely with the schools allocated to them.

The main purpose is to:

- Provide advice to the governing body on governance, constitutional and procedural matters with the support of the Company Secretary.
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Principal Duties and Responsibilities:

1. Prepare a focused agenda for Local Governing Body (LGB) meetings in collaboration with the Head, Chair and Company Secretary.
2. Convene meetings of the LGB including sending notices and papers.
3. Effective administration of meetings including taking the minutes and ensuring the minutes are compiled in a timely fashion.
4. Maintain registers of:
 - a. the governors on the LGB including their terms of office and reporting any vacancies;
 - b. business interests of the LGB governors; and
 - c. governors attendance at meetings and report non-attendance.

5. The clerk will report to the Company Secretary based at the Foundation Office.
6. Provide advice to the LGB on legislation and procedures.
7. Feedback to the Company Secretary any items which may need to be reported to the Academy and/or Foundation Boards.
8. Act as the first point of call for the governors with queries.
9. Contribute to the induction of governors taking on new roles.
10. Follow up any agreed action points with those responsible and inform the Chair of progress.
11. Chair the part of the meeting at which the chair is elected.
12. Ensure Disclosure and Barring checks have been carried out on any governor when appropriate.
13. Report any changes in membership to the Local Governing Body and Company Secretary.
14. Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
15. Keep up to date with current educational developments and legislation affecting school governance.

Special Requirements:

- Be able to work at times convenient to the governing bodies, e.g. evening meetings
- Be able to travel to meetings
- Be available to be contacted at mutually convenient times
- Have access to computing facilities

General Duties and Responsibilities:

1. To develop a clear understanding of the Foundation's vision, mission and strategic aims and to actively support these.
2. To remain up to date with the Foundation's policies, procedures and code of conduct and uphold these at all times.
3. To identify and undertake relevant training to enable continuing professional development, where resources allow.

4. To prepare for and proactively engage in the performance development cycle with your line manager.
5. To attend appropriate internal and external meetings, as directed by your line manager.
6. To work in such a way as to minimise risks to data protection and to the environment.
7. To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The post holder will be required to attend meetings and to travel off-site, and may be required to work some evenings.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

Person Specification

Essential	Desirable
Knowledge and experience	
<ul style="list-style-type: none"> • Minute taking experience • Administrative experience • Dealing with confidential information in a professional and appropriate manner. • Experienced in using the Microsoft Office Suite • Organising meetings 	<ul style="list-style-type: none"> • Experience or awareness governing bodies procedures, roles and responsibilities • Knowledge of educational legislation, guidance and legal requirements • Knowledge of Data Protection legislation
Qualifications	
<ul style="list-style-type: none"> • Good level of education at least to GCSE standard or equivalent, including Maths & English • Full UK Driving Licence • Demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • Further or higher education qualification • Attended the National Training Programme for Clerks or equivalent
Skills	
<ul style="list-style-type: none"> • Excellent oral and written communication • Able to prioritise work load and work to deadlines • Good record keeping, information retrieval and dissemination of data/documentation to the governing body and Academy Trust • Methodical and organised approach to work • Excellent listening skills • Ability to compile agendas and write accurate concise minutes 	
Competencies	
<ul style="list-style-type: none"> • Self-motivated • Good accuracy and attention to detail • Ability to work under own initiative, with minimal supervision • Flexible approach to working hours • Adaptability • Impartiality • Initiative and motivation to assist and improve the working of the governing body • Openness to learning and change 	