**Trinity School, Sevenoaks**

**Clerk to the Governors and Company Secretary Job Description & Person Specification**

Job Title: Clerk to the Governors and Company Secretary

Responsible to: Chair of Governors

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**CLERK TO THE GOVERNORS**

**Main Purpose**

**The clerk will be accountable to the governing body, working closely with the chair of governors, the headmaster and other governors on identified tasks. They must observe confidentiality on all issues. They will provide advice to the governing body on constitutional and procedural matters and ensure all appropriate follow up action has been taken.**

**Meetings**

* Work with the chair and headmaster before the governing body meeting to prepare a sensible and focused agenda.
* Liaise with those preparing papers to make sure they are available on time.
* Produce, collate and distribute the agenda and papers on time and at least seven days before the meeting.
* Record the attendance of governors at meetings.
* Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting and act as the focal point of contact on procedural matters.
* Draft minutes of governing body meetings, including indicating who is responsible for any agreed action.
* Record all decisions accurately and objectively with timescales for action.
* Send drafts to the chair (and if agreed by the governing body to the headmaster).
* Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
* Advise absent governors of the date of the next meeting.
* Maintain a record of signed minutes for reference.
* Follow-up any agreed action points.
* Liaise with the chair, prior to the next meeting and inform her/him of progress on action points.
* Ensure approved copies of the minutes are sent to all relevant bodies (e.g. LA/Diocesan Board).
* Chair that part of the meeting at which the chair is elected.
* Ensure signed minutes are filed in a timely manner and stored at the school.

**Membership**

* Maintain up to date records of the names, addresses and category of governing body members and their term of office.
* Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
* Maintain governor meeting attendance records and advise the chair of and relevant governor of potential disqualification through lack of attendance.
* Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Finance.
* Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
* Inform the governing body and church authority of any changes in its membership.
* Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
* Check that Disclosure and Barring Service has been successfully carried out on any governor when it is appropriate to do so.
* Maintain a record of training undertaken by members of the governing body.

**Advice and Information**

* Advise the governing body on procedural issues.
* Have access to appropriate legal advice, support and guidance.
* Ensure that new governors have access to appropriate documents and induction materials.
* Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.
* Maintain records of governing body correspondence.
* Assist the chair in the drafting of the Trinity School Annual Report and report to SCET (Sevenoaks Churches Educational Trust).

**Personal Development**

* Undertake appropriate and regular training to maintain his/her knowledge base.
* Attend termly briefings and participate in professional development opportunities.
* Keep up to date with current educational developments and legislation affecting school governance.

**Additional Duties**

* Clerk some or all statutory and non statutory governing body committees.
* Oversee the elections of parent and staff governors.
* Give advice and support to governors taking on new roles such as chair or chair of a committee.
* Participate in and contribute to the training of governors in areas appropriate to the clerking role.
* Maintain a file of relevant DfE and SCET documents.
* Maintain archive materials.
* Prepare briefing papers for the governing body as necessary.
* Help to produce a Governing body year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.
* Provide secretarial support to SCET.

**COMPANY SECRETARY**

**Main Purpose**

To act as the Company Secretary to Trinity School Sevenoaks Ltd and Sevenoaks Churches Educational Trust and provide a range of effective administrative support services to the Chair, Headmaster and Governors of Trinity; and the Directors of the Sevenoaks Churches Educational Trust (SCET).

**Tasks**

* Be responsible for ensuring that the school and SCET comply with standard financial and legal practice and maintains standards of corporate governance.
* Have a thorough understanding of the laws that affect Free Schools.
* Advise members of the legal and governance implications of proposed policies.
* Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
* Develop and oversee the systems that ensure the School and SCET complies with all applicable codes, as well as its legal and statutory requirements.
* Maintain statutory books and registers of members and directors.
* File annual returns and accounts to Companies House within given deadlines.
* Act as a point of communication between the School’s governors, staff and other stakeholders.
* Ensure that the School’s responsibilities to the Secretary of State as set out in the Company’s Articles and the Funding and Supplementary Agreements, are met.
* Ensure that the School’s responsibilities to the Charities Commission are met.
* Organise the SCET AGM.

**Professional Development**

* Undertake training as required.
* Attend briefings and participate in professional development opportunities.
* Keep up to date with current educational developments and legislation affecting school governance, free schools and company law.

**Other**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A Level English * GCSE English Grade C or above | * Attended or make a commitment to attend the National Training Programme for Clerks or its equivalent |
| **Experience** | * Previous secretarial or office administration experience | * Relevant personal and professional development * Clerking in a school environment |
| **Knowledge** | * Understanding of record keeping and data protection | * Developing and maintaining contacts with outside agencies eg. SCET and DfE * Knowledge of Governing Body procedures * Knowledge of educational legislation, guidance and legal requirements * Knowledge of the respective roles and responsibilities of the Governing Body, the headmaster, the LEA, Church Authorities and the DfE * Knowledge of Equal Opportunities and Human Rights legislation * Knowledge of Data Protection legislation * Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners |
| Skills | * Experience of writing agendas and accurate concise minutes * Excellent ICT skills * Organising meetings * Organise own time and work to deadlines * Using internet to access relevant information |  |
| **General/**  **Personal Qualities/Attributes** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Passionate * Patience * Person of integrity * Maintain confidentiality * Remain impartial * Flexible approach to hours including evening meetings * Sympathetic to the needs of others * Openness to learning and change * Good interpersonal skills * Ability to travel to meetings * Positive attitude to personal development and training |  |

**Signed………………………………………… Date………………………………………**

**Employee**