



# Guilsborough Academy

*Guilsborough Multi Academy Trust*

## Job Description

**Post** Administration Manager/Clerk to Governors  
**Responsible to** PA to Principal

### ***Specific Responsibilities:***

1. Line manage reception and administration staff including staff appraisals. Assist with recruitment to the team, supervise, coach and mentor less experienced colleagues and team members to ensure that the needs of the school are met. Represent academy admin team at meetings as appropriate, e.g. Staff Health and Safety meetings, Calendar and Events meetings liaising with the Cover Manager.
2. Manage a full range of admin support, including letters to parents, liaison with outside agencies, updating databases, department administration and organising admin requirements for events, i.e., Open Evenings and Parents Evenings and Productions.
3. Update Academy Publications as per the timetable e.g. staff handbook etc, liaising with the Cover Manager.
4. Manage the smooth running of the school reception and student services. Implement new procedures as appropriate, oversee work given and monitor work outstanding. Ensure cover is provided to both sections, and arrange admin cover during school holidays. Organise directed time issued to the admin staff to ensure coverage is met when required.
5. Update the website and VLE regularly.
6. Provide Lunchtime supervision to Students as and when required.
7. Administration of the Hardship Fund. Organising and liaising with the Principal's PA regarding claims.

### ***Clerk to Governor – Job Description***

#### **Specific Responsibilities**

8. Provide advice to the Trustees, Directors, and Governing Body of Guilsborough Academy and Naseby Primary on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:
  - Provide effective administrative support to the governing body and its committees including the Trustee report and Headteacher Report.
  - Ensure the governing body is properly constituted
  - Manage information effectively in accordance with legal requirements.
9. Organise and circulate dates for all governor sub-committee and main scheduled meetings for each academic year as required as an academy by the DfE.
10. Attend governor meetings, advise on points of law, minute proceedings and ensure that copies are sent to DfE as required.
11. Maintain records relating to governor attendance and eligibility (including declaration of interests)
12. Plan and Co-ordinate the process for the appointment of Governor-selected staff (i.e. Vice Principals, Principals etc).

13. Promote and maintain adequate recruitment to the governing body, being the main point of contact between school and governors and between parents and governors.
14. Attend termly training updates for Clerks to Governors and any other meetings and courses as directed and considered useful.
15. To carry out any other reasonable duties as requested in line with duties commensurate with the post

### ***Person Specification***

<b>Attributes</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Ability, Skills and Personal Qualities	<ul style="list-style-type: none"> <li>• Able to use own initiative</li> <li>• Ability to facilitate meetings, including detailed minutes.</li> <li>• Advanced secretarial skills.</li> <li>• Flexible attitude</li> <li>• Good inter-personal skills</li> <li>• Well organised with the ability to work under pressure and meet deadlines</li> <li>• Able to work as part of a team</li> <li>• Able to maintain confidentiality</li> <li>• Effective communication skills, written and verbal.</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of dealing with people/providing customer service</li> <li>• Experience of managing staff</li> <li>• Experience of managing admin projects</li> <li>• Advanced secretarial skills, including minuting meetings, agendas and facilitate meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> </ul>
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Good standard of education with high level of literacy</li> <li>• Able to use ICT to a high level, including Word, Excel, Powerpoint &amp; Publisher</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in Administration / Customer Services</li> <li>• Experience of using Sims</li> </ul>

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

NB For the Clerk to Governors role, the Governor meetings take place in the evening, out of usual business hours. The meetings are planned for the year in advance.