

Job Profile

Job Title:	Clerk to Governors
Job No:	CAT142CLJ
Reports to:	Chair of the Local Governing Body
Hours:	On average meetings are held 15 times per year
Location:	Court Lane Junior School, Portsmouth, but required to work at any location where business is conducted that is within reasonable distance of the School.

Function of the post:

To provide support and advice to an Academy's Local Governing Body (LGB) to ensure that they meet their obligations in accordance with the University of Chichester Academy Trust, Academy and statutory requirements. This will involve working effectively with the Local Governing Body, Headteacher, Trust and other interested parties. Duties include preparing and servicing a range of meetings, maintaining accurate and current records and advising on changes to governance legislation and procedural matters.

Principal Accountabilities:

1. Provide advice to the LGB on governance legislation and procedural matters, including statutory changes, acting as the first point of contact, liaising with appropriate third parties as necessary to ensure advice is accurate and current. This may include preparing briefing papers for the LGB
2. Contributing to the effectiveness of the LGB, provide advice and advise on best practice to the Academy on governance, including committee structures and self-evaluation, ensuring statutory policies are in place and reviewed in accordance with Trust or statutory requirements;
3. In accordance with procedure, manage the membership of the LGB, including maintaining a register of members and pecuniary interests, record of attendance and training, providing advice and support on the election and re-election of members, including the Chair, managing the procedure for outgoing Governors and advice on strengthening the LGB and succession planning to meet the needs of the Academy;
4. Support the induction of new Governors, providing and updating the Welcome Pack and contribute to the induction of Governors undertaking new roles such as Chairing a Committee or acting as Chair of the LGB;

5. Ensure the administration required to ensure an effective LGB is undertaken and robust processes are in place and compliant with Trust and regulatory requirements as necessary. This will include managing annual meeting and tasks calendar, maintaining accurate records of Terms of Reference, register of Committees and Working Parties and LGB correspondence including signed and minuted approval of policies and other documents;
6. Liaise with the Academy's administration team to ensure the relevant Academy's web pages are updated and contain information in line with statutory or Trust requirement;
7. Undertake a full range of duties to ensure effective administration of all LGB and Committee meetings, including working with the Chair and Headteacher to prepare a focused agenda; preparing, collating and circulating papers on time and in line with procedural requirements, ensure meetings are quorate and record, minute and prepare draft minutes for review and final approval, following up on all agreed action points.
8. Support the Chair in scheduling statutory appeal committees and panels, servicing and providing advice to the LGB and liaising with appropriate parties to ensure that such matters are dealt with promptly, rigorously and in line with procedure.
9. Maintain and update a reference file of useful documents and guidance from the Department for Education (DfE), University of Chichester Academy Trust and other relevant bodies.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Good general education at GCSE Grade C or above, including English for written correspondence</p> <p>Knowledge of current educational developments and legislation affecting school governance, or a willingness to undertake training and maintain currency</p> <p>Demonstrable knowledge of a wide range of administrative practices and procedures that support the administration of an effective Local Governing Body</p> <p>Evidence of CPD</p>	<p>Understanding of the Academy environment including Multi-Academy Trusts</p> <p>Awareness of Data Protection and Equality legislation</p> <p>Certificate of completion of a relevant training programme, such as the National Training Programme for Clerks or its equivalent</p>	<p>Application</p> <p>Documentary Evidence</p> <p>Interview</p>
Skills	<p>Good interpersonal and communication skills with the ability to work collaboratively adapting style, verbal or written, to translate complex or extensive information concisely and accurately, and in a manner appropriate to the audience</p> <p>Organisational and time management skills that ensure a professional service that delivers the requirements of the role in a timely, efficient and effective manner</p> <p>Ability to write accurate and concise minutes</p> <p>Good record keeping, information retrieval and dissemination of information to relevant parties</p> <p>Computer literate with fast and accurate keyboard skills using Microsoft Office applications or similar</p> <p>An ability to maintain a good attention to detail with accuracy, whilst under pressure and to conflicting demands</p>		<p>Application</p> <p>Interview</p> <p>References</p>

Experience	<p>Demonstrable evidence of a range of duties that are relevant to the duties of the post</p> <p>Undertake a high volume of tasks within tight time frames and with competing demands</p>	<p>Writing agendas and accurate concise minutes</p> <p>Clerk to a Governing Body</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Personal attributes	<p>An enthusiastic, supportive and diligent individual with the ability to work on own initiative whilst being part of a wider team</p> <p>Ability to maintain confidentiality and deal with situations sensitively and with diplomacy</p> <p>Flexible approach with the ability to work at times convenient to the local governing body, including evenings</p> <p>Ability to travel to the meetings</p> <p>Use of initiative and a positive approach to continual improvement</p>		<p>Interview</p> <p>References</p>