



**ROYAL  
WOOTTON  
BASSETT**  
ACADEMY TRUST

# Application Pack

**RWBAT**

## Clerk to the Trust

**Required September 2018**

APT & C Scale 4/5 Point 18-25 (£9.78-£11.98ph)

10hrs per week, term time only

(an additional hours 5 hours per week may be available)

**Deadline: 9am 17 July 2018**

Lawn Manor  
T 01793 487286  
E [admin@lawnmanor.org](mailto:admin@lawnmanor.org)  
W [www.lawnmanor.org](http://www.lawnmanor.org)



Royal Wootton Bassett  
T 01793 841900  
E [admin@rwba.org.uk](mailto:admin@rwba.org.uk)  
W [www.rwbat.org.uk](http://www.rwbat.org.uk)





Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy Trust. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of ‘Excellence.’ Together the Schools will strengthen each other, share good practice and build capacity. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

We are looking to appoint a Clerk to the Trust Board to support the RWBAT Board in the efficient and effective delivery of the Trust’s commitment, strategic aims and corporate plan,. The applicant will uphold the Trust’s values, ensure the Board is operated in a way that conforms to the Instruments and Articles of Governance and the highest standards of probity in public life, and to provide effective administrative support to the Members and Trustees.

This is an exciting opportunity for someone to work flexibly around a calendar of scheduled meetings, some evenings are required but the majority of the work will be carried out at home or in one of the Trust schools. You will need to be a positive, professional and be flexible to the demands of the role.

**Job Description**

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

**References**

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the Trust available on our website [www.rwbatrust.org.uk](http://www.rwbatrust.org.uk)

We hope you will feel inspired to apply for the post of Trust Clerk.

Yours sincerely  
George Croxford  
CEO

Marion Sweet  
Chair of the Trust Board





**Job Description**  
**Reports to: Chair of the Trust**

**Key Accountabilities:**

- Advise the Trust Board on governance legislation and procedural issues in accordance with the Governors Handbook and other statutory and good practice guidance. Advise on the scheme of delegation and terms of reference of the Board and its Committees. Advise the Board on procedural and legal issues and on where to obtain advice/information on legal/policy issues to ensure the board meets its statutory duties.
- Act as Company Secretary.
- Contribute to the production of a Trust Board year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Board of Trustees and Committees. To develop and maintain a timetable of regular papers to be considered by each committee, to include consideration of the SEF, SDP, statutory accounts etc.
- To clerk RWBAT meetings, including sub-committees and Member general meetings.
- To clerk other ad hoc meetings (e.g. disciplinary and internal appeal panels) as may be required during the year.
- Liaise with the Chair of the Board, CEO and the Chair of the relevant committee and agree the agenda for each meeting at least 2 weeks before the meeting date.
- To give proper notice of the meeting by emailing (utilising Governor Hub); the agenda, minutes of the last meeting, and any other papers at least 7 days before the meeting.
- To be responsible for taking the minutes of all Trust Board meetings, committee meetings and meetings of the Member Trustees, including the AGM and to circulate a draft set of minutes and actions for comments within one week of the meeting being held. Deal with confidential minutes in the approved manner.
- To keep a record of Trustee attendance at all meetings, to monitor that a meeting remains quorate (notifying the meeting Chair if a meeting ever becomes non-quorate). To notify the Chair of the Trust Board of any likely disqualifications because of consistent non-attendance.
- Develop and manage effective administrative arrangements with the Trust Board, other Clerks within the Trust and LA's as appropriate.
- Keep an up to date list of Trustees and Members, their terms of office, DBS status, vacancies and a list of committee membership. Ensure that all new Trustees complete the necessary forms to enable an enhanced DBS check to be carried out within 21 days of their appointment. If not Co sec, a n other will send to Companies House
- Ensure notes of any visits by Trustees to schools in the Trust are circulated with papers for full Board meetings.
- Maintain a central inspection file of signed minutes and papers for RWBAT and meetings of Member Trustees and ensure these exist for LGB Committee Meetings in each Academy. To be responsible for responding to formal requests for the disclosure of such minutes and to comply with the requirement to copy documentation over to the Department for Education.
- Be responsible for ensuring that the Trustee information on the school website remains up to date and that the relevant member of staff is emailed with such changes as may be required from time to time.
- Maintain a record of Trustee training, both undertaken individually and as a full Board. To ensure all new Trustees receive suitable induction training and are assigned a mentor.
- Ensure the Register of Pecuniary Interests is checked and updated every autumn term.
- Ensure that Trust wide statutory policies are in place, that they are updated as required on the web site and that a file is kept of policies and other school documents approved by the Trust Board.
- Be responsible for the prompt circulation of updates from the Local Authority and Governor Support.
- Ensure the terms of reference for all RWBAT committees are reviewed annually.
- Manage any elections for Chair /Vice Chair of the Board of Trustees. Chair the Board meeting during the election of the Chair. Ensure Chair/vice chair nominations for Local Governing Bodies are approved by the Trust Board.
- Keep under review the terms of office for all Trustees and prompt the Trust Chair and CEO 3 months in advance of a term of office coming to an end.
- Receive notification of any Governor resignations from the LGB's.
- Maintain records of Trust Board correspondence.
- Act as a main point of contact for the Trust Board, including for such items as Trustee nominations, notice of admission and exclusion appeals etc.
- Undertake personal development through training and other learning activities as required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person e.g. Chair and / or CEO.
- To keep in regular contact with the Trust Chair and CEO and to assist with any other tasks in relation to the governance of the school as may be required.
- RWBAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder may be required of perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).





**Person Specification**

**Criteria which will be measured at application and interview**

Educated to at least NVQ level 3 – or equivalent

Essential:

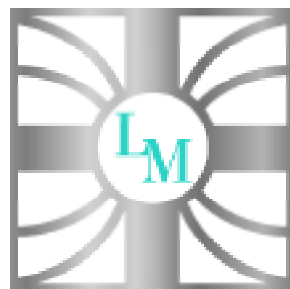
- A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately, given the sometimes-sensitive subject matter
- Effective personal organisational and good time management skills; with the ability to meet statutory deadlines in good time
- Able to manage conflicting work pressures and organise priorities
- A high standard of verbal communication, and the confidence to input into Board and other meetings when it is procedurally appropriate to do so
- A high level of personal responsibility and confidentiality
- A good record keeper with minute taking experience
- An effective team player
- Fully conversant with IT and competent user of word processing, email, spreadsheet and applications

Desirable:

- Previous experience of acting as a clerk to a governing body
- Knowledge or previous experience of education legislation, guidance and legal requirements







## How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: 9am 17th July 2018

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: w/e 20th July

**Completed application forms should then be returned marked confidential to the following address:**

**Esther Newman  
Lawn Manor Academy  
Salcombe Grove  
Swindon  
SN3 1ER**

**or sent via email to: [recruitment@lawnmanor.org](mailto:recruitment@lawnmanor.org)**

Applicants are welcome to visit the school during the application period by appointment only. Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Application Form: [Click here](#)

Royal Wootton Bassett Academy Trust website: [Click here](#)

