#

# JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB TITLE** | **Clerk to Governors** |

**BASIC JOB PURPOSE**

To provide a full confidential clerking service to the Multi Academy Trust and Local Governing Body to Knutsford Academy and The Studio.

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | Provide procedural, governance and constitutional advice to the Trustees and Governors in relation to Education/DfE Regulations/Policies and Articles of Association and scheme of delegation, thereby ensuring compliance at all times. |
| **2** | Provide effective administration support to the Academy Trust Board and its committees, which will involve:* Preparation of agendas and support papers prior to all meeting of Members, Trustees and Governors as required. Liaison with those preparing papers to ensure they are available on time.
* Attendance of meetings, ensuring they are properly constituted and run effectively.
* Issue accurate outcome minutes and other documentation to achieve a timely and effective dispatch of business and implementation of decisions.
* Advise Trustees/Governors on governance legislation and procedural matters where necessary before, during and after meetings
* Follow up any agreed action points with those responsible in a timely manner.
 |
| **3** | Manage information effectively in accordance with legal requirements, in particular* Maintain a data base of all Member, Trustees and Governors – noting term of office and record attendance of meetings
* Ensure Companies House is notified of any changes to the Board
* Ensure the Company Books are maintained and kept up-to-date
* Maintain a file of written resolutions
* Maintain records of all Trust (and its committees) correspondence, policy documents and current terms of reference
* Maintain a register of Trustees and Governors pecuniary interests
 |
| **4** | Conduct skills audits  |
| **5** | To co-ordinate and administer the election of new parent governors as required. |
| **6** | Promote and co-ordinate provision for training for Trustees and Governors. |
| **7** | Prepare and advise the annual calendar of Trust Board (and its committees) meetings and tasks. |
| **8** | Undertake other administration duties as requested by the Senior Manager for Governance. |
| Notwithstanding the detail in this job description, in accordance with the Multi Academy Trust’s Flexibility Policy the job holder will undertake such work as may be determined by the Executive Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |

Signed: ……………………………………… Job Holder Date: ……………………………..

Signed: ……………………………………… Director of Human Resources Date: …………………………….