**An experien**



**Clerk to Governors**

**(Oldham Academies)**

**Minimum of 14 meetings per year, additional meetings may be needed**

**(approximately 122 hours per year)**

Salary £11.96 per hour

**Required**

**ASAP**

**The role**

Reporting to the Operations Director, we need an experienced clerk to clerk our Local Academy Board meetings, for our Academies in the Oldham area.

The main purpose of the role is to provide an effective and efficient clerking service, ensuring meetings are run in accordance with our scheme of delegation, the governors’ handbook and the academies financial handbook. This includes, setting Agendas with the chair, collating and uploading relevant documents to our online system, in line with required timelines and producing accurate and timely minutes.

Ideally you will have completed the professional clerking programme, or hold a clerking qualification, or demonstrate a willingness to undertake this programme.

This role would be subject to an enhanced DBS check.

**South Pennine Academies**

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our Trust.

The key to our Academies’ success is a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

**The Trust**

**Vision**

* To develop a group of closely partnered academies
* To ensure all academies are world class Centres of Excellence for Teaching and Learning
* To ensure the Trust plays a pivotal role in improving the life chances of students
* To develop local solutions and partnerships to meet local needs
* To promote school improvement with inclusion and diversity at its core

**Values**

South Pennine Academies believes in school improvement through a partnership model.  This brings drive, expertise and capacity to the school improvement agenda.  We recognise and encourage each academy’s unique characteristics and ethos, reinforcing their individual identities within their respective communities.

**Key Priorities**

* Strong and Effective Leadership
* High Performing Staff
* Successful Students
* Engaged Community

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of Clerk to Governors then you should;

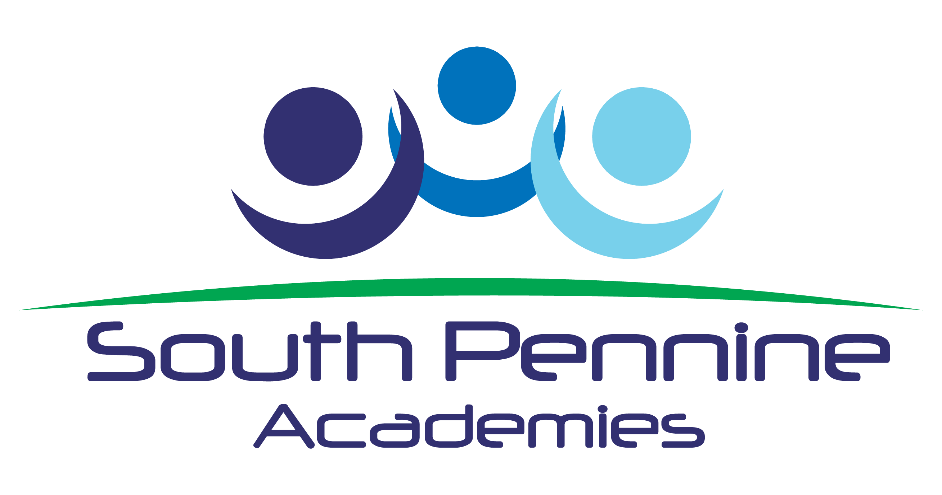
* Follow the link to complete the online application form.
* Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Trust.
* Two references will be taken up prior to the interview process, please ensure your selected referees are prepared and fully aware of your application. Timetable for the selection process
* Closing date for applications: 9am Monday 12th April 2021 (late applications will not be considered)
* Interviews will take place w/c 26th April 2021

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be required to undertake a Criminal Record Check via the DBS.

**Joining South Pennine Academies**

* The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
* **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.





**Job Description – Clerk to the Governing Body**

**Scale:**  SCP 14 - 17

**Contract**: A minimum of 14 meetings per year (approx. 122 hours per year)

**Salary** £11.96 per hours

**Location** Oldham

**Purpose of the post**

* Advise the governing board on governance, procedural, and constitutional matters, in accordance with relevant legislation, and statutory guidance such as the ‘Governance handbook’, the Trust’s scheme of Delegation and the Academies Financial Handbook
* Provide administrative support to the governing board and its committees.
* Ensure the governing board is correctly constituted
* Effectively manage information in accordance with legal requirements

**Advising the Local Academy Board (LAB)**

1. Provide the LAB with information on procedural matters before, during and after meetings, ensuring this is in line with the scheme of delegation.
2. Act as the first point of contact for the LAB ─ answering questions concerning procedural matters, and issues relating to the structure of governance and scheme of delegation
3. Keep the LAB up to date with any changes in legislation which are likely to affect the governance of the academy.
4. Keep the LAB up to date with both local and national educational themes and any related guidance.
5. Offer advice to LAB members on best practice in local academy board management, such as self-evaluations and committee structures.
6. Advise the LAB on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the academy website, as per statutory guidelines
7. Keep the LAB up to date with the annual calendar of meetings, as set out in the scheme of delegation.
8. Take responsibility for the induction of new governors, ensuring they have access to all relevant documents and information.
9. Offer advice to the LAB on succession planning regarding the impending expiry of terms of office.
10. Guide the LAB in managing conflicts of interest.
11. Ensure each agenda is planned to prompt LAB members to declare any new or existing conflicts of interest.

**Administration of meetings**

1. Recommend to the board methods and processes for the successful administration of meetings, and distribution and filing of information.
2. Work alongside the Principal(s) and chair of governors to prepare an agenda for the board meetings, in line with the scheme of delegation.
3. Ensure that all the appropriate paperwork is ready before meetings, and distributed to LAB members in line with the terms of reference, and the Scheme of Delegation.
4. Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent LAB members with details of upcoming meetings.
5. Ensure all meetings are quorate, and advise the relevant chair if the meeting is not quorate.
6. Draft minutes of all board meetings, including who is responsible for the agreed action and the expected timescales
7. Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately.
8. Distribute the reviewed draft minutes to the Principal(s) and other relevant individuals, and ensure draft minutes are agreed at the following meeting.
9. Follow up on any agreed action points with those responsible, keeping the chair informed of any progress.
10. Advise LAB members in the event of meetings not being conducted in a proper or orderly manner, or not in the spirit of effective and ethical governance.

**Membership**

1. Keep the board informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance.
2. Implement transparent processes for the election and appointment of LAB members and maintain accurate records of the outcome
3. Chair the meeting where the official chair is to be elected, providing information and guidance on the election processes and procedures.
4. Oversee the Declared Conflicts of Interest Register for each member of the board.
5. Regularly review and update the Declared Conflicts of Interest Register of all LAB members.
6. Monitor attendance at meetings, advising the chair of any potential disqualifications through inadequate attendance.

**Information Management**

1. Advise the board on their responsibilities relating to record keeping and information management, in line with the GDPR/Data Protection Act 2018 and the Freedom of Information Act 2000, ensuring systems are in place to maintain the security of information.
2. Keep all personal information of members of the board up to date. This includes names, addresses and categories of membership, as well as their terms of office.
3. Liaise with the person within the trust who is responsible for ‘Get information about schools’ and provide the required information relating to governors, to allow this to be kept up-to-date at all times.
4. Inform the board and trust of any changes to the personal information of governors.
5. Monitor and review all of the terms of reference and membership lists of the committees.
6. Maintain records of all board correspondence.
7. Maintain records of signed meetings and ensure copies are available on Trust Governor
8. Ensure that all relevant policies are available upon request.

**People and Relationships**

1. Develop and maintain professional and effective working relationships with the board and Principals
2. Establish and implement clear communication processes for sharing information with the board, and on behalf of the board with external partners.
3. Support the board to develop a culture where challenge is embraced and welcomed.
4. Maintain an up-to-date record of individual governor and whole-board training and CPD.

**Personal development**

1. Regularly undertake training and CPD which improves and maintains knowledge and ability to perform duties.
2. Keep up to date with any local or national developments in the education sector.
3. Keep up to date with legislation which is likely to impact the school.
4. Take part in regular performance reviews and self-evaluation.

General

The post holder must ensure full commitment to the Trust vision, values and key priorities.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

The post will be based at Pennine Conference Centre in Huddersfield, however may be requested to attend meetings at and work from our other Academies and organisations located in Dewsbury, Oldham and Halifax. The post will be categorised as an occasional car user, mileage will be paid in accordance with Trust policy.

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Experience of a HR role in education would be an advantage. A driving licence is essential for the role.

For further details contact the Operations Director on 01484 503110

**Disclosure Level: Enhanced**

**Responsible to: Operations Director**

**Person specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * The successful candidate will demonstrate a willingness to attend relevant training. | * The candidate will have attended the ‘Governance clerking development programme’.. |
| **Experience** | The successful candidate will have experience in the following areas:   * Record keeping * Information retrieval * Dissemination of governing board data and documentation | In addition, the successful candidate may have experience in the following areas:   * Writing agendas, along with accurate and concise minutes * Organising meetings * Using the internet to access relevant information * Developing and maintaining contacts with outside agencies * Working in an environment where they have experience of taking initiative * Working as part of a team |
| **Skills and knowledge** | The successful candidate will have the ability to demonstrate the following:   * Good listening, oral and literacy skills * The ability to organise time * Working to deadlines | In addition, the successful candidate may have knowledge of the following:   * Governing board procedures * Educational legislation * The respective roles and responsibilities of the governing board * Equal opportunities and human rights legislation * Data protection legislation |