

JOB DESCRIPTION

Post title: Clerk to Governors

Grade: Grade 5

Reports to: Business Leader - Governance

Position:

Variable Part Time, Term Time only, permanent contract. The post holder will be expected to work in a flexible manner including evening/breakfast work when required and extra hours as appropriate. Travel to other Diverse Academies locations is necessary as the post will be supporting more than one academy.

PURPOSE OF THE POST

To lead and develop high quality clerking services to the Academy Committee, working with other business functions and educational support teams across the academy and partnership to ensure a seamless service approach.

MAIN DUTIES AND RESPONSIBILITIES

1. To plan and deliver clerking functions, as determined by the Business Leader for Governance to meet current and future needs of the Academy.
2. To direct and manage team members and governors to ensure that quality, performance, standards and deadlines are achieved
3. To undertake reviews/quality assurance within own area of responsibility, identifying problems or issues, making recommendations for corrective action to your line manager
4. Undertake budget preparation and planning activities for responsible areas.
5. To develop systems and processes to meet business and educational support needs and to ensure the high quality of information held
6. To lead the recruitment, selection and development of governors
7. To resolve complex and contentious issues to ensure that effective business and educational services are maintained
8. To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including implementing these where necessary to meet the needs of the Academy
9. To undertake administration tasks required on behalf of the Academy in relation to governance/meetings
10. Personally, and through business and educational support team members, assist in the delivery of the targets set down in the Academy Improvement Plan and Trust Annual Development Plan, as well as through Team and Individual Improvement Plans.
11. Build positive relationships with other staff and colleagues across the Partnership and embed a collaborative working culture in the Academy.
12. Ensure that the levels of business and educational support are within corporate parameters and follow tight principles.
13. To manage fluctuations in workloads within the resources available, including responding to emergencies. This will require managing and resolving conflicting educational, operational and business support needs
14. To resolve issues to ensure effective business and educational support is maintained
15. Advise the Business Leader for Governance of key issues
16. Demonstrate a commitment to the ongoing development of yourself and others.

Additional Portfolio Role/s

1. To provide high level business support to senior leaders in each academy and Chair of Governors to enable efficient and effective challenge and support
2. To promote and implement governance initiatives designed to support a collaborative working environment
3. Support and advise the academy/ies committee members on all aspects of governance
4. Liaise closely with colleagues within academies to ensure agreed procedures and processes are followed in accordance with Diverse Academies tight principles and practice of governance in the organisation
5. Be the first point of contact for all communication to governors filtering communication and dealing with enquiries directly where appropriate
6. Communicate and build relationships with academy leaders, governors, trustees and external agencies where appropriate in a respectful and professional manner
7. Coordinate and organise Academy Committee meetings to include arranging venue, hospitality and liaising with senior leaders to ensure papers and presentations are provided prior to the meeting in a timely, well ordered and properly presented manner
8. Lead and effectively induct and support up to 10 governors at each academy to enable them to discharge their duties effectively for improved effectiveness of governance at the academy/ies
9. Carry out a range of organisational, administrative and research activities thereby supporting the Academy Committee and the Academy Leadership Team.
10. Work effectively with the Chair of the Academy Committee/s, Governance Lead and Principal/s before Academy Committee meetings to prepare purposeful agendas which take into account Department for Education (DfE) governance legislation, Diverse Academies and Academy issues and are focused on school improvement.
11. Distribute the agenda and associated papers so that recipients receive these 7 clear calendar days before the meeting.
12. Take minutes, including for statutory committees such as disciplinary, exclusion and ad-hoc meetings and circulate. Follow up on agreed actions
13. Read and summarise papers and be prepared to answer questions on them, advising and supporting the Leadership Team and Chair of the meeting with items on each agenda
14. Co-ordinate Academy Committee governor contact with the academy and meet academy committee members and staff as required
15. Be responsible for the administration of the election process of Academy Committee members ensuring the elections or appointments are organised in a timely manner and produce all relevant documentation to assist the elections.
16. Circulate the minutes in a process agreed with the Chair/s of Governors ensuring the efficient and confidential management of information, including making certain that electronic and paper records systems are well maintained – this includes effective archive management and maintaining on file signed minutes and key papers.
17. Understand the implications of the General Data Protection Regulation and other legislation to ensure records and information are kept appropriately
18. Provide clear direction and develop awareness to governors of the Multi Academy Trust structure as portrayed by national, local and academy agendas
19. Contribute to the development of the role and areas through implementing rigorous and effective strategies for self-review, planning and continuing professional development for governors within the framework provided which is managed via a Governors Improvement Plan
20. Chair the part of the meeting at which the Chair is elected.

21. Encourage and support governors to undertake statutory link visits to the academy
22. Maintain a database of names, addresses and category of Academy Committee/s members and their terms of office advising the Governance Leader of any changes to membership.
23. Keep the register of Academy Committee/s pecuniary interests updated and reviewed on an annual basis and lodged within the academy/ies.
24. Ensure that a Disclosure and Barring Service check has been successfully carried out on all Governors.
25. Advise the Academy Committee/s and Senior Leaders on procedural issues and have access to appropriate legal advice, support and guidance.
26. Advise on the statutory contents of the governance section of academy websites
27. Ensure that Trust statutory policies are adhered to and localised appendices arrangements and other academy documents approved by the Academy Committee are maintained. Maintain a schedule to review policy appendices as and when necessary.
28. Produce the annual calendar of meetings
29. Undertake any other relevant duties as negotiated with the Governance Leader, Chair of the Academy Committee or Principal

Professional Development

1. Participate in professional development as appropriate to the position
2. Establish constructive, collaborative relationships with colleagues within the organisation to support best practise
3. Understand and contribute to the vision and ethos of the organisation
4. Attend appropriate briefings and participate in professional development opportunities.
5. Keep up to date with current educational development and legislation affecting academy governance.

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good academic standard of education to GCSE 'A' level standard/NVQ level 3 or equivalent plus specialist training/development.	✓		Application form
Professional qualification or a willingness to train		✓	
Highly computer literate, with experience of data handling and necessary IT systems	✓		
Experience, knowledge and understanding			
Minimum 3 years' experience delivering business support services		✓	Application form / Interview / Portfolio of work / References
Experience of working and knowledge of the main issues and challenges affecting the education sector		✓	
Considerable relevant work experience of managing administrative (or similar) services or functions.	✓		
Planning and development of administrative functions to meet the current and future needs.	✓		
Ability to set and manage objectives and targets	✓		
Management and development of a team of volunteers	✓		
Experience of meeting attendance protocol and minute taking at a senior professional level	✓		
Experience of effectively managing conflicting demands for services	✓		
Experience of resolving operational issues through applying knowledge of systems, processes and the operating context	✓		
Experience of developing and delivering business plans		✓	
Personal attributes, qualities and leadership skills			
Good interpersonal and communication skills including experience of collating information and producing high quality correspondence, reports and presentations	✓		Interview
The ability to write clearly and concisely, to produce and maintain documents and to effectively proof read material for public distribution	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		
Can demonstrate efficient working, thinking about and taking action to anticipate opportunities and deal with emerging issues	✓		
Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues	✓		Interview

Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.	✓		
Able to ensure that staff are deployed as efficiently and effectively as possible, in line with Academy needs, changing priorities, national changes and performance levels	✓		
Excellent interpersonal skills – the ability to build and maintain relationships with high profile individuals	✓		
Excellent verbal communication skills – the post holder must be able to communicate at all levels and have the confidence to handle sometimes difficult phone conversations in a calm and professional manner	✓		
Other			
Able to work flexibly including travel between your allocated academies and across the geographic coverage of the Partnership	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		