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**Clerk to the Governors/ Administrative Assistant**

**Information for Candidates**



**‘Educating With Care to Succeed’**



Clerk to the Governors/Administrative Assistant

Grade 13 Point 17 (£13,533 per annum – actual salary)

30 hours per week (term time only)

#### THE YEOVIL AREA

Yeovil is a large market town set close to the Somerset/Dorset border. The countryside around Yeovil is breathtakingly beautiful, ranging from picturesque villages, open rolling pastures and dramatic hilly areas to the large towns of Taunton and Dorchester not far away. Buckler’s Mead Academy is situated on the edge of town, towards the Dorset border, giving easy access to the coast, the treats of Devon and Cornwall or the fast pace of cities across the South West. For those looking to explore further afield Exeter, Bristol, Bath and Bournemouth are within easy reach.

**THE ACADEMY**

Buckler’s Mead Academy is a caring, 11 – 16 community academy of approximately 800 students, where we all want the very best for every student and we constantly strive to improve.

**“You have supported me and taken an interest in everything I have done, my confidence has improved so much” -** This student quote encapsulates our belief in educating with care to enable students to succeed. At Buckler’s Mead we recognise young people develop at different rates, have differing hopes, ambitions and career paths. Here, young people are exposed to a wealth of opportunities both within and beyond the classroom in an academy that places a strong emphasis on the development of well-rounded individuals of whom the staff and parents can feel justifiably proud.

We are very clear that the gender, background, race, poverty, wealth or social status of a student should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of students. We have an excellent reputation for our inclusive work with EAL and SEND students.

Visitors often comment on the warm, friendly and positive relationships between staff and students and within the staff body itself, which are an immediately apparent hallmark of Buckler’s Mead. Our teachers have high expectations of themselves and of our students. Regardless of their ability students are set challenging and ambitious targets for their academic progress. We have high expectations in relation to attendance, punctuality, uniform and behaviour, so everyone has the opportunity to succeed. Our academy environment is positive, engaging, supportive and purposeful.

Following the retirement of the previous Headteacher in the summer, a new Senior Leadership Team was put in place from September 2019. We currently have a new Acting Headteacher, who has18 years of experience in the academy, as well as two acting deputy heads. These are in addition to the existing Assistant Heads who have new roles.

Nine weeks into this transitional period, Ofsted visited the academy and the judgement was inadequate. This judgement was hugely disappointing for the whole academy community and does not reflect the changes that were already in place, or indeed have taken place since.

We are currently investigating Multi Academy Trust membership and are working with the Regional Schools’ Commissioner on the future of the academy regarding this.

For further details of our Ofsted inspection, please read the report on our website: [www.bucklersmead.com](http://www.bucklersmead.com)

We have a policy of investing in staff with support, care and training, and are recognised “**Investors in People”,** having been eight times awarded the prestigious national accolade for the quality of our staff development and personnel practices. Since September, we have introduced a number of initiatives to support our staff as we strongly believe that a key part of our future success is down to a strong, dedicated and happy staff body.

Comments from new colleagues, who have recently joined the academy include:

***“Having joined the academy in January 2020, I have found the staff and students to be both friendly and welcoming. I like the purposeful atmosphere and very much enjoy my day to day interactions with the classes I teach. The learning spaces are bright and well resourced and the support staff make my job so much easier. It is great to know that the SLT office doors are always open and my ideas and opinions are valued. I am so pleased I chose to work here”***– **Head of Core Department**

*“Having joined the academy in September 2019, I have found staff to be welcoming and supportive. Every effort has been made to give me a thorough induction and to equip me for the tasks I have been asked to undertake. I have found the academy to be a good place to work, where staff do their utmost to meet the needs of students.” –* **Teaching Assistant**

**“As a new member to the academy this September, having relocated to Dorset from Wokingham, I’ve been really welcomed by staff and students alike. The academy is clearly dedicated to providing the best education for its students, and is making rapid progress and improvements. The CPD offer is strong, and staff are regularly consulted and listened to. I am genuinely enjoying my work here, and feel the potential for making an impact, bringing about change and improvement is really strong. I am enjoying being part of the team and part of the community.”** – **Senior Leader**

This is an excellent opportunity for a hardworking individual, committed to a high quality and inclusive education for all. Buckler’s Mead is an academy that is on an exciting journey back to ‘Good’ or better. We would be delighted to hear from individuals who are looking to be part of that journey.

Please feel free to contact us, arrange a visit or look at our website for further information. We look forward to hearing from you.

THE POST

The priority for this post is to act as Clerk to the Governors, with additional general administrative work within the academy. Hours of work are flexible, dependent on planned meetings and the person appointed must be available to attend meetings out of academy hours. The Board and its Committees meet approximately 19 times per year and scheduled meetings start at 5.30 pm, lasting for approximately 2 hours. There may be the occasional need for additional paid hours (including the possibility of a small amount in academy holidays). The Clerk will also be required to arrange and service student related disciplinary meetings.

The Clerk’s main role is to provide professional clerking services to the Board. Key requirements of this role are:

* The ability to take accurate minutes from your own notes and to produce clear and accurate minutes for distribution.
* To collate and distribute agendas and associated paperwork in advance of meetings.
* To provide procedural and legal advice and guidance to the Board.
* To attend relevant training events as directed by the Board and Clerks’ Briefing meetings as required.
* Management of statutory academy policies.

Experience is desirable but not essential and training will be provided. Candidates must be IT literate with a good working knowledge of Microsoft Office and have access to a computer. The successful candidate must follow the academy’s confidentiality procedures and act in a professional manner at all times. Potential candidates are invited to visit the academy for an informal conversation with the Chair of Governors.

The additional general administrative work will be based mostly around management of the academy’s policies. There will also be some admin work supporting the Pastoral Team but as stated earlier, the priority is the Clerk to Governors role.

**WHO ARE WE LOOKING FOR?**

The successful candidate will be flexible and adaptable to the differing aspects of this busy role. The successful candidate will require the following:

* Confidentiality is the most important aspect of this role, due to the nature of some of the meetings the successful candidate will be attending.
* Must have a flexible approach to working hours, including evening work.
* Good inter-personal skills.
* Good listening, oral and literacy skills and the ability to provide information and guidance to Governors within defined guidelines.
* Good knowledge of Microsoft Office, especially Microsoft Word, Excel and Email. Good, accurate typing skills are essential with the ability to write agendas and accurate, concise minutes.
* Must be able to use own initiative and be well organised.
* Excellent communication skills, flexibility, tact and diplomacy.
* Ability to maintain records and files manually as well as electronically.
* Knowledge of procedures for a range of administrative activities, including experience of IT packages, plus operational experience of administrative systems. A knowledge of SIMS would be advantageous but not essential, as full training will be provided.
* Able to perform other administrative duties as required.
* Knowledge of Equal Opportunities and GDPR (data protection) legislation desirable.

**THE APPLICATION AND SELECTION PROCESS**

## The accompanying Job Description gives further information about the knowledge, skills, experience and attributes, which the successful candidates will possess.

Applicants should apply using the Buckler’s Mead Academy application form along with a letter of application, not exceeding two sides of A4, giving details of their interest and suitability for this post. Please send your completed application to Mr Mark Lawrence, Acting Headteacher.

Closing date: **MONDAY 2 NOVEMBER 2020 (9.00 am)**

Interviews**: To be agreed.**

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| Buckler’s Mead Academy is committed to safeguarding and promoting the welfare of children in line with the DfE guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings”. Please read the enclosure relating to our policy in line with Somerset County Council procedures.The Academy has a policy commitment to equal opportunities in employment and seeks to ensure no employee or applicant receives less favourable treatment than another. The academy welcomes applications from as wide a range of candidates as possible. All posts are filled on merit. |

**Buckler’s Mead Academy**

Person Specification: Clerk to Governors (Directors)

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|  |  | **Essential** | **Desirable** |
| **Experience** | Clerks should be able to produce evidence of:•relevant personal and professional development; •working in an environment where experiences included taking initiative and self-motivation; •working as a member of a team. |  |  |
| **Knowledge, Skills & Understanding** | The clerk should be able to provide evidence of the following: * good listening, oral and literacy skills;
* writing agendas and accurate concise minutes;
* ICT including keyboarding skills;
* organising their time and working to deadlines;
* organising meetings;
* record keeping, information retrieval and dissemination of

governing body data/documentation, to the governing bodyand relevant partners; * using the internet to access relevant information;
* knowledge of governing body procedures;
* knowledge of educational legislation, guidance and legal

requirements; * knowledge of the respective roles and responsibilities of the

governing body, the headteacher and the DfE. * knowledge of Equal Opportunities and Human Rights
* legislation;
* knowledge of GDPR (Data Protection) legislation.
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| **Personal qualities** | The clerk should:* be a person of integrity;
* be able to maintain confidentiality;
* be able to remain impartial;
* have a flexible approach to working hours;
* be sympathetic to the needs of others;
* have an openness to learning and change;
* have a positive attitude to personal development and training;
* have good interpersonal skills.
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| **Qualifications & training\*** | The clerk should:* be able to demonstrate a willingness to attend appropriate training and development
* have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
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| **Other** | The clerk should:* be able to work at times convenient to the governing body, including evening meetings;
* be able to travel to meetings/Clerk briefings;
* be available to be contacted at mutually agreed times.
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Buckler’s Mead Academy

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| **JOB DESCRIPTION** |

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| **Establishment:** | Buckler’s Mead Academy |
| **Job Title:** | Clerk to Governors |
| **Job Grade:** | Grade 13 |
| **Reports To:** | Chair of Governors (Directors) |
| **Main Purpose of Job*:*** |
| The Clerk’s main role is to provide a professional clerking service to the Board at Buckler’s Mead Academy. The Clerk will provide advice to the governing body on governance, constitutional and procedural matters.  |
| **Main Responsibilities and Duties:**  |
| Key requirements of this role are:* The ability to take accurate minutes from your own notes and to produce clear and accurate minutes for distribution.
* Provide effective administrative support to the governing body and its committees.
* Facilitate the governors’ skills audit
* To collate and distribute agendas and associated paperwork in advance of meetings.
* To provide procedural and legal advice and guidance to the Board.
* To attend relevant training events as directed by the Board and Clerks’ Briefing meetings as required.
* Manage information effectively in accordance with legal requirements
* Management of statutory academy policies.
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| **Physical Effort and Working Conditions:**  |
| The Board and its Committees meet approximately 19 times per year. The Clerk will also be required to arrange and service student related disciplinary meetings. Anticipated working hours will be in the region of 160 hours per annum (term time only), though additional paid hours (including the possibility of a small amount in school holidays) may be required according to need. You will also need to:* Be able to work at times convenient to the governing body, including evening meetings.
* Be available to travel to clerking briefing meetings.
* Be available to be contacted at mutually convenient times.
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| **Knowledge, Skills and Experience:**  |
| Knowledge of educational legislation, guidance and legal requirements. Knowledge of GDPR (Data Protection) legislation. The Clerk should possess good listening, oral and literacy skills. Experience of preparing agendas and taking accurate concise minutes. Organising own time and working to deadlines. Organising meetings. Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant academy staff. Knowledge of governing body procedures.  |
| **Additional Information:**  |
| It is essential to be able to respond immediately to changing circumstances/requirements and to be very flexible & adaptable. There is also a need to be able to learn new skills quickly and undertake and implement any relevant training.* The Academy reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
* All duties and responsibilities must be carried out with due regard to the Academy’s Health and Safety Policy.
* Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.
* The Academy has an outstanding record of support and development of its staff and the successful candidate is guaranteed excellent support through our CPD structure. The post is subject to a 6 month probationary period.

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Chair of the Board, Business Manager or Headteacher. |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:Job Holder: …………………………………………………………. Date: …………………Line Manager: ……………………………………………………… Date: …………………Designated Senior Manager: …………………………………….. Date: ………………… |

October 2020