



Clerk to Academy Local Governing Body

Salary / grade range	£24,276 - £28,050 (Pro rata) Term Time Only (38 weeks per annum) part time
West Yorkshire Position:	
Hours	hours to be agreed on an individual basis up to a maximum of 24 hours per week - worked flexibly across the term
Location	Office base in West Yorkshire (Bradford), but with home working supported. Attendance at academies in Leeds/Bradford/Kirklees for academy council meetings required on a regular basis
Reports to	Governance Manager West Yorkshire
Greater Manchester Position:	
Hours	10 hours per week - worked flexibly across the term
Location	Office base at Connell Co-op College in Manchester, but with home working supported. Attendance at academies in Greater Manchester for academy council meetings required on a regular basis.
Reports to	Deputy Head of Governance

Purpose of role:

To support effective governance by providing and maintaining an effective clerking support service to allocated Academy Governing Councils.

Key accountabilities (and specific duties / responsibilities):

To be responsible for providing and maintaining effective clerking support to allocated Academy Governing Councils (AGCs), to include:

- To advise each AGC on the delivery of its core functions and ensure each AGC operates within national guidance and the trust's agreed protocols and procedures
- To advise the AGC on relevant changes to national or trust wide guidance
- To develop and maintain effective professional working relationships with the Chair of the AGC,



governors and the Headteacher/Principal

- To support the AGC in the scheduling of meetings in line with the guidance issued by the trust
- To agree agendas with the Headteacher/Principal and Chair in line with the trust model agenda
- To ensure meeting paperwork is submitted and circulated within the trust agreed time scales
- To attend all AGC and committee meetings and produce accurate minutes within agreed timescales and in line with trust protocols.
- To maintain accurate records for the AGC in relation to governor appointments, terms of office, attendance at meetings, resignations and any change in governor details
- To support new governor recruitment and induction, including by sending out appointment letters, setting governors up on GovernorHub and ensuring they know how to access their account
- To ensure new governors have access to current guidance and timely, appropriate training
- To promote effective governor visits and ensure records of these are kept
- To assist with convening governor panels for complaints, exclusion hearings and HR hearings
- To attend exclusions, complaints and HR hearings and produce accurate minutes in line with agreed time scales and trust protocols
- To liaise between the AGC and the central team where appropriate
- From a professional understanding of each AGC, to contribute to the trust's governance risk register

Other responsibilities:

- In undertaking all activities, to safeguard and protect the welfare of children and young people
- Demonstrating commitment to and behaviours in line with the Trust's aims and the Ways of Being Co-op
- Building and maintaining positive working relationships across the regional hub and Trust, and supporting effective communications
- Taking responsibility for own continuing professional development
- Providing cover for other clerks' absences where possible

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none">• Minimum educational qualifications to A Level or equivalent, and including Maths and English GCSE at grade C or above• Evidence of Continuing Professional Development	E E	A A



Experience <ul style="list-style-type: none"> Administration experience including taking meeting minutes Experience of preparing meeting agendas and papers Experience of establishing strong relationships across a range of stakeholders Organisation and administration of meetings, events and/or conferences within time and resource constraints. 	E D D D	A A A A and I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Strong planning and organisational skills Ability to develop and implement administrative processes and procedures Strong IT skills Highly effective listening, verbal and written communication skills Flexible, adaptable and willing to meet the needs of the regional hub and Trust Willing and able to travel to sites across the regional hub and Trust and to flex working hours to attend routine governing body meetings and occasional regional hub and Trust events that may fall outside normal working hours 	E E E E E E	A and I A and I A and I A and I A and I A and I
Personal Qualities <ul style="list-style-type: none"> A firm belief in the values and principles of the co-operative movement A strong commitment to the trust and its strategic objectives 	E E	A and I A and I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.