



Barton Peveril
Sixth Form College

Job Title: Clerk to the Corporation

Reports to: Chair of the Corporation

Task Manager: The Principal

Job purpose:

- To act as the professional officer of the Corporation leading the function of the Corporation and its committees in order that their work is conducted effectively and in accordance with the legal and constitutional framework applying to the College at any given time.
- To provide an effective and appropriate advisory and administrative service for Corporation members and Chairs of the Corporation and its Committees.

Main responsibilities:

Governance, advice and statutory regulations

Advise the Corporation on governance issues including the operation of its powers and on procedural matters:

- Ensure the quoracy of meetings and provide advice accordingly
- To review and advise on the Instrument and Articles of Government
- To be responsible for the proper use of the Corporation Seal
- Ensure the Corporation complies with all external regulatory requirements
- Maintain statutory documents such as the register of members' interests
- To support the Corporation in the biennial review of its performance (self-assessment)
- To manage an annual governance self assessment and arrange an external governance review at least once every three years, based on the governance code(s) used by the Governing Body
- Provide details of the outcomes of governance reviews, when requested by the DfE/ESFA
- Liaising with auditors and inspectors as required
- To manage resources effectively, including the Corporation budget
- To keep up to date on changes to governance and Corporation responsibilities

Meetings of the Corporation and its Committees

Take overall responsibility for the administration and planning of Corporation and committee business:

- Prepare an annual schedule of meetings in consultation with the Principal and Chair
- Attend meetings of the Corporation which take place 15 times per year in the evening
- Ensure Terms of Reference for meetings remain accurate, updating as necessary
- To prepare and distribute agendas for all meetings
- Provide briefings and papers on governance matters such as terms of reference, meeting schedules, and about the Instruments and Articles, for meetings as required
- Ensure all papers are uploaded to the GoogleSite for each Committee meeting in a timely way
- To prepare accurate and timely minutes of all Corporation and Committee meetings; ensuring actions are assigned and reported on at the next meeting
- Arrange the venue and catering for all Corporation and Committee meetings
- To act as the main point of contact between members and the College
- Represent the Corporation as required in dealings and meetings with external organisations and personnel
- To arrange those meetings that fall outside of the annual cycle, such as appeal panels and Holders of Senior Posts (HoSP) appointment committees, as needed

Corporation membership and Governor training and development

- Arrange the election of student, staff and parent governors
- Plan the induction, training and development of Governors to meet the needs of the Corporation
- Report in the governor annual reports on activities undertaken each year and how these have developed governors and clerks
- To ensure Governors are properly informed and trained in key areas such as safeguarding, prevent, health and safety, and equality and diversity
- Ensure the Governor Handbook and College Intranet governor pages remains up to date
- Manage the Governor Visiting Scheme

Corporation Policies and Procedures

- Ensure that Corporation policies and procedures are reviewed and updated in accordance with review dates (usually every 3 years)

Communication

- Liaise effectively with the Principal and College Senior Leadership Team (SLT) to enable effective relationships and the efficient running of Corporation business

- Manage correspondence with and on behalf of members of the Corporation

Other duties:

- Understand the duties arising from the College Policies and Procedures relating to Safeguarding and Child Protection
- Maintain an appropriate working environment in accordance with the College's Health and Safety Policy
- Participate in the College appraisal scheme for HoSPs and attend training as appropriate
- Any other duties as may reasonably be allocated by the Chair of the Corporation or the Principal

| PERSON SPECIFICATION | Essential | Desirable | Method of assessment |
|--------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------|
| QUALIFICATIONS / TRAINING | | | |
| Governance qualification or equivalent experience that is relevant to the role, or be willing to complete such a qualification | √ | | A & I |
| Willingness to undertake training as required | √ | | A |
| EXPERIENCE | | | |
| Previous experience of working as a Clerk and/or suitable experience of working in a Sixth Form or FE College | | √ | A |
| Previous experience in an administrative role | √ | | A |
| KNOWLEDGE SKILLS & ABILITIES | | | |
| Knowledge of: | | | |
| Instrument and Articles of Government for FE Colleges | √ | | A&I |

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|--------|---|-------|
| Working with 14 – 19 age group | | √ | |
| Ability to: | | | |
| Communicate confidently and effectively | √ | | A&I |
| Be flexible : <ul style="list-style-type: none"> • about hours of work • adaptable to change | √ √ | | A&I |
| Work independently using own initiative and manage own workload | √ | | I |
| Skills: | | | |
| Competency with note and minute taking | √ | | I |
| High standards of accuracy and attention to detail | √ | | A & I |
| Excellent communication skills, both verbally and in writing | √ | | A |
| Strong interpersonal skills | √ | | I |
| A commitment to a quality approach to the provision of services to users and to the implementation of equality and diversity | √ | | I |