

**Job Description**

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| **Post Title:** | **Governance Clerk & Company Secretary** |
| **Purpose:** | * To take a lead role in the management and administration of governance within the Trust, ensuring that the Trust meets all statutory requirements
* To provide an efficient, confidential and effective administrative, organisational and secretarial support service to the Trust’s Chair, CEO and board
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| **Reporting to:** | CEO and Chair of the Trust |
| **Working Time:** | Part-time: 20 hours per weekTerm time onlyFlexibility required to attend after school meetings |
| **Salary/Grade:** | Grade F – Actual Salary Range: £10,278 to £11,348 |
| **MAIN (CORE) DUTIES** |
| **Catholic Ethos:** | * To ensure that the work fully supports the Trust Board’s and its academies’ distinctive ethos and mission.
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| **General Responsibilities** | * Work with all schools that are part of the Romero Catholic Education Trust, Directors of the Trust and local Governors to implement the Academy’s vision and values
* Promote excellence, equality, high expectations and aspirations amongst all members of the Trust
* To comply with the policies and procedures of the Romero Catholic Education Trust
* To safeguard and promote the welfare of children for whom you have a responsibility or come into contact with, to include adhering to all specified procedures
* To carry out the duties of the post with full regard to the Trust’s equal opportunities and racial equalities policies in terms of employment and service delivery to ensure that colleagues are treated and services are delivered in a fair and consistent manner
* To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others
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| **Specific Responsibilities:****Governance** | Provide a comprehensive, effective and efficient company secretarial, clerking and advisory service to the Board and its committees. This includes but is not limited to:* Ensuring that the Board and all committees operate to an agreed timetable for meetings
* Plan and administer all meetings of the Board and its committees
* Ensure all meetings are appropriately recorded and minuted
* Ensure that the whole Trust governance training is appropriate and maintained
* Notify all statutory bodies of governance issues, as required
* Ensure all governance activity complies with legislation, articles of association and other governance documentation
* Ensure that all registers are maintained and regulatory returns are completed and submitted by deadlines
* Assist with the development and review of governance documentation, policies and procedures in compliance with legislation, constitutional and regulatory requirements and current best practice. Support provided as and when required by a third party partner (Avec) through a service level agreement
* Keep up to date with current educational developments and legislation affecting educational governance and report such changes to the Trust, Directors, Governors and leadership
* Manage and administer the policy approval and communications systems
* Communicate all governance issues with stakeholders in a timely and effective way, including action planning and monitoring
* Communicate and liaise with tact and diplomacy when dealing with staff, parents/carers and outside agencies
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| **Administration Management, Support and Compliance** | * To provide support to the Chair and CEO
* To support the Chair in managing diary and any associated hospitality
* To assist with complex correspondence with parents/carers, governors, staff and any outside bodies via written communication and telephone, maintaining confidentiality at all times
* To establish effective professional contacts, networks and working relationships with other academies / Trusts
* To develop and maintain effective administrative processes and systems, ensuring the filing and retrieval of information is secure, efficient and accurate
* To carry out final proof-reading of various documents, prior to publication
* To ensure all Directors, Governors and Committees adhere to and are aware of the Trust’s policies and procedures
* To monitor, report, maintain and manage compliance across the Trust including:
* Articles of association
* Schemes of delegation
* Terms of reference
* Declarations of Interest
* Governance Code of Conduct
* To promote the highest standards of business ethos within the administrative function of the Trust and strategically ensure the most effective use of resources to support the Trust’s learning objectives
* To comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection. Report all concerns to an appropriate person
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| **Working with others and Staff Development** | * To represent the Trust at appropriate meetings, as required
* To create and maintain good working relationships among all members of the Academy community
* To engage with relevant professional development, as and when required, to ensure best practice at all times
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| **Additional Duties:** | * Organisation of own workload and priorities on a day-to day basis, using own initiative and knowledge of work, is essential
* Identify the need for and oversee resources/budget for governance, if required
* Support and engage in any local, regional and national working parties and networks, if required
* Engage in relevant and continuous professional development to keep abreast of changes at local, regional and national levels
* Any other duties appropriate to the nature, level and grade of the post
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
* Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
* The successful candidate will also receive training for emergency first aid.
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| **Variation in Role**Given the dynamic nature of the role and structure of the Romero Catholic Education Trust, it must be accepted that, as the Trust’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. This job description is current (July 2019) but, in consultation with you, may be changed by the Headteacher / Trust Board to reflect or anticipate changes in the job commensurate with the grade and job title. An example may be additional Academies joining the Trust. |
| St John’s School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way. |
| **The successful candidate will be subject to relevant vetting checks, including a satisfactory DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.****Romero Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**  |

Signed: Date:

