**Scale: 5 point 17 (tbc)**

**Hours: 2.5 per week per Committee**

**Weeks: Term time**

**Accountable to: Chair and Governance Leader**

**Responsible to: Chair of Academy Council**

**Role: Clerk to Academy Council**

**JOB PURPOSE:**

* To provide effective and efficient clerking, administrative support and record keeping to the Academy Councils
* To provide advice on all governance, constitutional and procedural matters
* To ensure the Academy Council is properly constituted and compliant with statutory requirements
* The Clerk is accountable to the CMAT Governance Leader, Academy Council Chairs and Principals of those schools in which the Clerk is working.

**SPECIFIC RESPONSIBILITIES:**

**1. Meetings**

The Clerk will:

* work with the Chair / Principal to draw up agendas for meetings which are focused on school improvement and compliance
* remind paper authors due to be sent out before meetings
* produce, collate and distribute agendas and papers to Academy Council members, ensuring that statutory deadlines are met
* attend Academic Council meetings
* record all attendance at meetings and apologies for absence received, with an indication of whether or not the apologies are accepted by the Academy Council
* ensure that meetings are quorate
* advise the Academy Council on legal and procedural matters, when necessary, before, during and after meetings
* chair that part of any meeting at which the Chair is elected
* take notes of discussions during meetings and record all decisions accurately
* prepare draft minutes which summarise discussion, record decisions and indicate who is responsible for implementing any agreed action
* send draft minutes, within one week of the meeting concerned, to the Chair and Principal for checking
* circulate the draft minutes, agreed by the Chair to all members and other relevant bodies if required; upload onto teams
* keep a file of the agendas, minutes and papers of all Academy Council meetings, including committees
* record all decisions objectively and indicating who is responsible for any agreed actions and timelines
* attend all meetings throughout the academic year, within reason.

**2. Membership**

The clerk will:

* maintain an up-to-date file of the names and contact details of the Academy Council members
* ensure that new members receive a welcome pack and offered an induction
* maintain copies of the terms of reference, membership of committees, skills audits and scheme of delegation
* advise members of the expiry of their term of office, notify the Chair if a member is absent from meetings for six months without sending apologies that are accepted by the Academy Council
* advise the Academy Council of any vacancies, inform the Chair and the Governance Leader of any resignations and check that action is taken to fill vacancies
* ensure that a register of business / pecuniary interests is maintained for each member and reviewed annually
* advise the Principal on the process for elections of parent Academy Council members.

**3. Advice and Information**

The Clerk will:

* advise the Academy Council on procedural issues
* inform the Academy Council of any changes to its responsibilities as a result of a change in the scheme of delegation or changes in legislation
* help ensure that information flows effectively across all governance levels at CMAT by sharing information quickly, including on policies, meeting outcomes and reports
* offer advice on best practice in governance
* ensure that members have access to the relevant governance information, including access to teams
* ensure that updated governance details are regularly uploaded onto the academy website
* ensure that school based policies are reviewed prior to the review date on the policy document control
* maintain a file of any documents relevant to the work of the Academy Council
* ensure records of minutes are stored and available in line with the trust procedures
* maintain a secure record of confidential data on membership at the academy which is compliant with the GDPR
* liaise with HR to ensure that appropriate safeguarding checks are carried out as and when appropriate for new members
* maintain records of governance correspondence and draft letters when required
* collect required annual monitoring forms and maintain a training record
* signpost to further advice and other guidance and information as required.

**4. Communication**

* Work with school leaders, Academy Council members, CMAT Governance Leader and other school and trust staff, as appropriate;
* maintain confidentiality.

**5. Professional Development**

The clerk will:

* participate in an induction programme.
* attend training / briefing sessions provided by the trust
* keep up to date with educational developments and legislation affecting governance within multi academy trusts
* undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

**6. Other responsibilities**

1. **Support for the School**

* Participation in staff events by arrangement
* Attend relevant staff meetings
* Contribute to the maintenance of a safe and healthy environment
* Contribute and participate in academy events and activities as appropriate
* Develop and maintain effective working relationships with staff and members and parents
* Undertake other duties and responsibilities as required, appropriate to the grade and range of the post.

1. **Health and Safety**

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the Academy on all issues to do with Health, Safety and Welfare.

**7. Safeguarding children and young people**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.  All staff are subject to an enhanced check with the Disclosure and Barring Service.

*The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be revised on a regular basis, but it may be subject to modification or amendment at any time after consultation with the holder of the post.*

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** | 3 GCSE passes or Equivalent, including English and Maths at C grade or above. | Secretarial qualification. |
| **Experience and knowledge** | Excellent Word, Excel and PowerPoint skills to include the creation of spreadsheets and minutes.  Excellent organisational skills and including prioritising work in order to meet targets and deadlines.  Ensure confidentiality is maintained at all times and strict adherence to data protection legislation.    Demonstrable knowledge of equality and diversity.  An understanding of safeguarding and its importance within the school environment. | Clerking experience  Able to demonstrate an understanding of education issues.  Knowledge of school governance.    Knowledge of the law as it relates to school governance and the roles and responsibilities of school governing bodies. |
| **Skills and Abilities** | Ability to communicate information effectively both verbally and in writing.  Ability to demonstrate strong interpersonal skills – build & maintain productive working relationships.  Ability to multitask and work under pressure |  |
| **Other** | A commitment to safeguarding and its importance within the trust.  Flexibility to work at times convenient to the Academy Council, including attendance at evening meetings which are scheduled in advance.  Ability to travel to meetings and training venues.  A commitment to continued professional development. |  |

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