**PEAK Multi Academy Trust**

**Job Description and Person Specification**

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| **Post Title:** | **Clerk to the Trust** |
| **Salary:** | Salary: £11.98 - £12.78 per hour, equivalent to scale point 25 – 27.  |
| **Purpose:** | To advise and support the Members and Board of Trustees of Peak Multi-Academy Trust on the proper exercise of their powers, ensuring that each Committee or Board is conducted smoothly and efficiently and follows agreed and proper procedures and legislation.  |
| **Reporting to:** | CEO |
| **Line Management:** | CEO/Trust Board |
| **Hours:** | Approximately 90 hours per academic year for meetings (with additional hours as required throughout the year), term time only. |
| **KEY RESPONSIBILITIES** |
| **Overall Purpose**

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| * To act as Clerk to the Members and Board of Trustees and relevant committees, planning and organising meetings, producing and distributing agendas and minutes in a timely manner, and managing membership in line with statutory requirements whilst also acting as lead Clerk to Governors in the MAT.
* To lead the development and implementation of MAT governance strategy and systems to ensure a highly effective Trust and school governance provision.
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**Meetings and administration*** Develop the annual calendar of governing body meetings and tasks.
* Establish and maintain efficient procedures for meetings, sharing documents in a timely manner.
* Ensuring that board papers are clear and accurate, and that minutes capture discussion points and actions.
* Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary.
* Preparing thoroughly for meetings and ensuring outstanding action points are acted on.
* Maintaining, or assisting in the maintenance of, accurate registers.
* Establishing efficient records and management procedures.
* Advising the board when trustees’ terms of office end, and assessing the effect this will have on the board’s skills mix.
* Establishing and administering procedures for filling vacancies on the board.
* Keeping a record of trustees’ attendance and active contribution to meetings.

**Providing advice and support*** Checking that meetings are quorate, and if not providing appropriate advice on how to proceed.
* Supporting the chair in identifying priorities and upcoming issues when planning meetings.
* Finding appropriate information for the board, and checking the credibility of any sources.
* Keeping the board updated on changes to legal or statutory requirements and being a source of advice and guidance on academy governance and procedural matters to the Trust Board.
* Accessing third-party guidance on behalf of the board where necessary.
* Keeping the board informed about training and development opportunities.
* Helping the board to create a culture in which challenge is welcomed.
* Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.
* Offer advice on best practice in governance, including on committee structures and self-evaluation
* Advise the board on succession planning of all roles
* Supporting the board when carrying out evaluation exercises.

**Professional judgement*** Advising on conflicts of interest, and how to manage and avoid these.
* Challenging the board if concerned about non-compliance or the conduct of meetings.
* Escalating concerns where necessary to the appropriate party.
* Remaining committed to improving own performance, and taking advantage of opportunities attend training and development activities.

**Other*** Actively represent and promote the ethos and values of the Multi Academy Trust and promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities.
* Provide a high standard of customer service in all dealings internal and external to the MAT.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* This job description may be changed, in consultation with you, by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.
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| **Person Specification – Clerk to the Trust** |
|  | **Essential/Desirable** |
| Relevant IT qualifications or experience (RSA/ECDL/CLAIT or equivalent) | **E** |
| Good pass GSCE Maths & English (or equivalent) | **E** |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)** |
| Has prior experience of clerking or a similar administrative/advisory role | **E** |
| Experience in clerking for governors/trustees | **D** |
| Experience of minute-taking and document production | **E** |
| Understands the 6 features of effective governance and the core functions of the board | **D** |
| Research skills and ability to access expert advice when required by Trustees | **E** |
| Knowledge of the terminology used within the education environment | **D** |
| Appreciates the importance of understanding the board’s own governance structure | **D** |
| An understanding of the issues impacting on Academies | **D** |
| Knowledge of the Education Sector | **D** |
| Experience of setting up and managing administrative and records management systems  | **E** |
| Experience of the support and development of academy and MAT governance  | **D** |
| Is aware of how the clerk’s role is defined in statutory guidance |  |
| Understands the key themes of national and local education context | **D** |
| Is aware of the board’s duties under legislation and statutory guidance |  |
| Understands the importance of the board adhering to and promoting the school’s internal procedures | **E** |
| Understands the principles of records management, and has a working knowledge of the General Data Protection Regulations (GDPR) and Freedom of Information Act | **E** |
| Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board  | **E** |
| Uses technology effectively to streamline the board’s processes | **E** |
| Can communicate information clearly, logically and impartially, using a range of presentation methods  | **E** |
| Has a systematic approach to managing documentation that meets legal requirements for records management | **E** |
| Has the ability to keep up to date with developments in legislation and guidance and the capacity to communicate these developments with others | **E** |
| **PERSONAL AND PROFESSIONAL QUALITIES** |
| Possesses excellent time management and organisation skills and can maintain a high standard of work under pressure and manage busy meeting schedules | **E** |
| Has a positive approach with others, can lead others when required and takes a proactive style to his/her work | **E** |
| Can build and maintain effective working relationships with key figures, both on the board and in the wider school community | **E** |
| Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities | **E** |
| Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation | **E** |
| Understands the principles of confidentiality and applies this to own work and that of the board | **E** |
| Confidently judges which discussion points to record, indicating governors’ challenge of the school | **E** |
| Is able to clearly explain difficult concepts, including information on the board’s legal duties | **E** |
| Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these | **E** |
| Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business | **E** |
| Understands how and when to escalate concerns if necessary | **E** |