



Governance Clerk

Bohunt Education Trust is seeking to appoint up to two Governance Clerks to join our team of clerks delivering high quality clerking service to our academy local governing bodies (LGBs) at Steyning Grammar School and / or Bohunt Worthing. Applicants can apply for one or both roles.

Job Description

This is an exciting opportunity to join our governance team, which will include access to regular team meetings and training. Successful candidates will have excellent communication, interpersonal and organisational skills, and be able to work independently and organise their own time whilst working to strict deadlines. Because of the nature of this role, discretion and confidentiality are vital.

The role will include finalising agendas, organising paperwork, producing minutes and providing advice to governors on procedural and legislative matters in accordance with our Trust's governance approach and relevant statutory guidance and policy, under the guidance and support of the West Sussex Governance Co-Ordinator.

A flexible approach to working hours is essential as the role involves some twilight / evening meetings which tend to cluster in certain weeks of term. Governance Clerks are based at home and must provide their own equipment to undertake this role. However, Governance Clerks are required to attend 6 meetings of the LGBs where these are held in person (these are held each half term dates agreed a year in advance)

Your support of effective governance in the Trust will contribute towards the best outcomes for the students in the School you support.

The role is 80 hours (to include 6 meetings (2 to 2.5 hours each) of the LGB) per academic year during term-time only, grade 5 non teaching staff. The range of pay is £13 to £15 per hour.

There are opportunities for additional hours in order to meet the governance needs of the Trust including supporting LGB panels as requested or to provide cover for other team members in their absence.

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all its staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.

To arrange an informal discussion about the post please contact Raine Ryland, Director of Governance, rryland@bohunt.hants.sch.uk in the first instance.

Key roles/responsibilities:

To be responsible for providing and maintaining effective clerking support to LGBs to include:

- Developing and maintaining effective professional working relationships with the chair, the governors and the headteacher/principal
- Finalising agendas with the headteacher/principal and chair of governors in accordance with the agenda workplanners and BET cycle of business
- Ensuring associated paperwork is submitted and uploaded to Google Drive (or any electronic system which the trust chooses to utilise) within the Trust's agreed timescales
- Maintaining accurate records for each governing body including recording governor attendance, appointments, terms of office, resignations, changes in governors' details
- Ensuring each governing body operates within the Trust's agreed policies and procedures
- Attending all LGB meetings and producing accurate minutes, in line with Trust protocols, and within 7 days of each meeting for review by Head and Chair, and 14 days of each meeting for circulation
- In liaison with the Governance Manager, advising each LGB on its core functions and other Department for Education governance advice, and on the Trust's protocols and procedures, during and between meetings as needed;
- Support new governor induction, including sending out appointment letters, ensuring relevant paperwork is completed, setting up new governors on Google Drive or any subsequent system, and ensuring they know how to access their account, and ensuring new governors have access to current guidance and timely and appropriate training, including on-line training;
- Accessing appropriate advice for the LGB where necessary via the Director of Governance and Governance Manager;
- Liaising between the LGB and the central team where appropriate, including ensuring appropriate information is fed back to the Governance Manager and Director of Governance including through reporting from each meeting and providing an annual report to BET Board;
- Advising the LGB on relevant changes to national or trust-wide guidance;
- Facilitating the updating of termly visit schedules and LGB training plans and following up with governors to ensure records of visits and training are logged and evidenced
- Participating in half-termly governance team meetings (45-60 minutes, virtual); one formal line management meeting a half term (45-60 minutes) and performance management.
- Undertaking any other additional duties relevant to role as Governance Clerk as directed by West Sussex Governance Manager.

Other responsibilities

- In undertaking all activities, to safeguard and protect the welfare of children and young people
- Demonstrate commitment to and behaviours in line with the Trust's ethos and vision
- Build and maintain positive working relationships across the Trust, and support effective communications
- Take responsibility for own continuing professional development

Person Specification

E - Essential Criteria

D – Desirable Criteria

Skills, knowledge & aptitudes	
Good listening, oral and literacy skills	E
Writing agendas and accurate, concise minutes	E
ICT including keyboard skills and good knowledge (or willingness to learn) word packages; google dirve	E
Organising time and working to deadlines	E
Record keeping & information retrieval and updating all relevant governor body records at least termly	E
Knowledge of governing body procedures	E/D
Knowledge of educational legislation, guidance and legal requirements	D
Administrative and organisational skills	E
Knowledge of Data Protection Legislation	D
Qualification and Training	
Demonstrate a willingness to attend appropriate training and development	E
Have already attended appropriate training	D
Experience	
Relevant personal and professional development	E
Experiences including taking initiative and self-motivation	E

Working as a member of a team	E
Personal Attributes	
Be a person of integrity	E
Be able to maintain confidentiality	E
Be able to remain impartial	E
Have a flexible approach to working hours	E
Have an openness to learning and change	E
Have a positive attitude to personal development & training	E
Special Requirements	
Be able to work at times convenient to the governing body including evening and early morning meetings	E
Be able to travel to meetings as agreed in advance in school	E
Be available to be contacted at mutually agreed times	E

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