

**Job Description**

**Job Title: Clerk to the Academy Governing Board**

**Location: The Ridge Academy**

**Hours of work: Negotiable with chair of Governors**

**Salary: TBC**

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**Purpose of the role:**

Each AET Governing Board must be supported by the clerk in regards to the following:

* Providing effective administrative support to the governing board
* Ensuring the governing board is properly constituted
* Managing the information effectively in accordance with legal requirements

It is essential that the clerk has a good understanding of the AET model of governance as explained on the governance section of the AET website. Additionally, the clerk should complete the 20 minute governance overview module and certification.

**Duties & Responsibilities:**

In coordination with the AET central governance team the clerk should:

* .Ensure that Governing Board meetings are well planned, conducted and documented, making effective use of the Governor classroom
* Inform the Governing Board of any changes to its responsibilities as a result of any changes in the Academy, legislation or AET policy and guidelines
* Contribute to the induction of governors where necessary
* Support AET’s Head of Schools’ Governance and Senior Governance administrator to ensure consistent high standards in Governance administration

**Effective administration of meetings:**

In coordination with AET central Governance services:

* Support the creation of scheduling governing board meetings for the academic year and circulate the meeting schedule to all Governors/board members and ensure it is uploaded onto the Governor Portal
* With the chair and headteacher, prepare a focussed agenda for the Governing board meeting using the templates provided via the Governor Portal
* Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers ensuring they receive this seven working days before the meeting.
* Ensure governing board meetings are quorate
* Draft minutes of governing board meetings , indicating who is responsible for any agreed actions with timescales and send drafts to the chair and headteacher
* Circulate the reviewed draft minutes to all governors within seven working days of receiving the reviewed minutes from the chair
* Follow-up any agreed action points with those responsible and inform he chair of the progress

**Membership:**

* Advise governors in advance of the expiry of a governor’s term of office in the preceding term so elections or appointments can be organised in a timely manner
* Assist with the establishment and administration of the Employee Advisory Board (EAB) and the Parent & Community Advisory Board (PCAB)
* Send governors induction materials and ensure they have access to appropriate documents
* Ensure that governors sign the Code of Practice and Acceptable Use Policy for IT and that these are recorded within the Academy and the composition board document on the Governors Portal
* Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
* Ensure that data relating to the governing board composition, attendance and business interests of governors is kept up to date, maintains on the Governor Portal and published on the academy website. Take appropriate action in relation to absences

**Manage information:**

* Maintain on the Governor Portal, up to date records of names, addresses and category of governing body members and their term of office and inform the governing body of any changes to its membership
* Maintain copies of current terms of reference and any nominated governors e.g. Child protection, SEND
* Maintain a record of signed minutes of meetings and governing board correspondence and ensure this is published within 7 working days of approval from the board
* Ensure copies of statutory policies and other school documents are made available to review by the governing body, are accessible in the academy and published
* Maintain a record of training undertaken by members of the governing board
* Maintain governor meeting attendance records and advise chair of potential disqualification through lack of attendance

**Personal Development:**

* Undertake appropriate and regular training and development to maintain knowledge and improve practice, including AET’s new governor and policy portal
* Keep up to date with current educational developments and legislation relating to governance, particularly in relation to multi-academy trusts
* Participate in regular performance management as coordinated by AET

**Additional Services:**

* Clerk any statutory appeal committees/ panels the governing board us required to convene. If the clerk is not contracted to set up and clerk these panels, advise AET central governance services that alternative arrangements need to be made.
* Perform such other tasks as may be determined by AET from time to time provided that they are consistent with the nature of the post
* Respect the confidentiality of governing bard proceedings in all matters and comply with data protection legislation
* Ensure governing body meeting papers are made available for public inspection in the academy ( or via the academy website, governor portal) , except where they have been deemed by the governing body to be confidential
* Attend or make a commitment to attend the National Training Programme for Clerks

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support,so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring .Come inspire their remarkable with us.

**Our values:**

To promote and adhere to the Trust’s values:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Teacher (Qualified)**

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| **Key Criteria** | **Essential** | **Desirable** |
| **Qualification and Training** | * Good numeracy and literacy skills * English and Maths GCSE level at ‘C’ or Above or equivalent experience * Be able to demonstrate a willingness to attend appropriate training and development | * Have already attended or make a commitment to attend National Development Programme for Clerks , or its equivalent |
| **Competence Summary**  (Knowledge, abilities, skills,  experience) | * Excellent organisation skills * Experience of writing agendas and accurate concise minutes * Evidence of relevant personal and professional development * Experience working as part of a team * Full computer literacy with experience of using G suite software | * Experience of clerking for a governing body * Experience of working in a school environment * Knowledge of governing board procedures * Knowledge of educational legislation, guidance and legal requirements * Knowledge of the respective roles and responsibilities of the governing board * Knowledge of Equal Opportunities and HumanRights Legislation * Knowledge of Data Protection Legislation * Detailed Knowledge and experience of administrative systems and procedures * Basic understanding of Health & Safety * Understand and implement child protection procedures * Understand procedures and legislation relating to confidentiality |
| **Personal characteristics** | * Ability to develop and maintain effective and supportive relationships with colleagues * Ability to organise time effectively, create work schedules, prioritise workload or meet deadlines * Ability to check information is accurate * Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences * Good listening, oral and literacy skills * Have good record keeping and information retrieval skills * Effective written and verbal communication skills, ability to compose letters with fluency * Ability to approach all confidential matters with discretion, sensitivity and diplomacy * The capacity to remain calm and to cope with the unexpected | * Have a thorough understanding of the role of clerk to the Governors * Knowledge and experience of whole school procedures, organisation and structure |
| **Special Requirements** | * Ability to understand and demonstrate commitment to work within and promote compliance with the School’s Equal Opportunity and Diversity policy * Ability to work flexible hours Governors meetings In the evenings * Be able to travel to meetings * Be available to be contacted at mutually agreed times * Successful candidate will be subject to an enhanced Disclosure and Barring Service check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |