

Horncastle Education Trust

Job Description: Governance Clerk

PURPOSE OF THE ROLE

- To advise on constitutional and procedural matters as set out in the Trust governance framework whilst also taking into account DfE regulations and guidelines.
- To ensure a high quality, consistent, efficient and professional clerking service across the Trust which supports Members, Trustees, Local Governors and Senior Leaders to discharge their responsibilities effectively.

1. STRATEGIC

- Advise the Local Governing Body (LGB) on governance legislation and procedural matters before, during and after meetings as appropriate and ensure queries are resolved accurately and swiftly.
- Manage the appointment process for Local Governors, reviewing skill matrices and liaising with the Chair and Senior Clerk in relation to proposed changes to membership.

2. OPERATIONAL

- Produce, collate and distribute focused and purposeful agendas and papers to ensure they are received at least seven days prior to the meeting.
- Clerk LGB and other meetings as required, ensuring the meeting is appropriately minuted and actions are captured, progressed and updated.
- Produce draft minutes and send them to the Chair and Senior Clerk within three days of the meeting.
- Distribute approved minutes to relevant parties in a timely manner, enabling those with actions to have the time to complete activities and feedback within specified timeframes.
- Receive correspondence on behalf of the LGBs, liaise with the Chair and Senior Clerk to ensure necessary and appropriate action is taken, drafting responses as appropriate.
- In conjunction with the Senior Clerk, draft and once approved, implement a yearly planner for LGB and committees which details timescales for the submission of papers, sending out of papers and meetings. Ensure the planner details the cycle of agenda items whilst allowing for additional items to be submitted as appropriate.
- On an annual basis take the Chair initially at LGB meetings to provide procedural advice regarding the election and to conduct proceedings for the election of the Chair.
- Produce and maintain an action point tracker for the LGB, liaising with relevant individuals to follow up agreed actions prior to the next meeting. Send reminders to ensure awareness and engagement.
- Develop and maintain a methodical, organised, professional approach to the administration of meetings, ensuring relevant individuals are fully aware of expectations and timescales, providing advice and guidance to enable others to produce reports and updates as and when required.
- Ensure records are maintained, including copies of signed minutes.

- Maintain a list of the LGB policies, liaising with the Chair and Senior Clerk to ensure statutory requirements are met and maintain an electronic file enabling others to have easy access to accurate, up-to-date policy information.
- Notify the LGBs and other relevant staff of policy review dates in a timely, organised, professional way.
- Maintain records of names, addresses, contact details and category of the membership of the LGB alongside their terms of office, ensuring their details are only shared on a need to know basis.
- Record and monitor Governors' attendance at meetings and notify the Chair and Senior Clerk where frequent absence occurs.
- Inform the Chair and Senior Clerk of the expiry of Governors' terms of office before the term expires, enabling appointments to be undertaken in a timely, organised, planned way.
- Maintain a register of LGB pecuniary interests and review this annually.
- Ensure DBS checks are carried out for Governors as and when required and any issues are considered fully by the Chair and Senior Clerk.
- Maintain copies of current terms of reference and membership of committee and working parties and nominated Link Governors (e.g. Safeguarding).
- In conjunction with the Senior Clerk and Chair, monitor that new Governors receive a proper induction programme and arrange training as and when required.
- Issue membership letters and provide newly appointed Governors with advice, guidance and support, ensuring they have access to appropriate materials to enable them to perform their roles effectively.
- Keep up to date with educational developments and legislation affecting school governance.

3. MANAGEMENT OF PEOPLE

None, however, will be required to work closely with the Senior Clerk, Chair and members of the LGB.

4. SUPERVISION OF PEOPLE

No direct line reports, however, may be required to assist with the induction of new Governors.

5. CREATIVITY AND INNOVATION

Work generally within set procedures and guidelines, under the supervision of the Senior Clerk.

6. CONTACTS AND RELATIONSHIPS

Will be required to work closely with the Senior Clerk, Chair and other members of the LGB/relevant Boards, Committees or Panels.

7. DECISIONS

Discretion – decisions are made in line with established regulations and policies, and in consultation with the Chair and Senior Clerk.

Consequences – impact is likely to be quickly identified and remedied.

8. RESOURCES

Safekeeping and confidentiality of information.

Office equipment, may include a laptop taken off of the premises.

9. WORK ENVIRONMENT

- a) Work demands – Limited changes in working practices.
- b) Physical demands – Normal manual dexterity required associated with typing, periods of prolonged sitting requiring concentration.
- c) Working conditions – general school/office environment, well-lit and well ventilated.
- d) Work context – routinely with Governors and Staff. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers during panel meetings.

10. KNOWLEDGE AND SKILLS

The postholder must be an experienced administrator with good keyboard skills and excellent minute taking abilities. A minimum of two to three year's relevant experience and qualification equivalent to NVQ Level 3, along with knowledge of school governance, is desirable.

11. GENERAL:

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

| Qualifications/Training | Essential | Desirable |
|---------------------------------------|------------------|------------------|
| Educated to NVQ Level 3 or equivalent | | ✓ |

| Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Excellent record keeping, information retrieval and dissemination of data/documentation | ✓ | |
| Detailed and up to date knowledge of governing body procedures and education and academy legislation, guidance and legal requirements | | ✓ |

| Experience | Essential | Desirable |
|---|------------------|------------------|
| Substantial experience of clerking meetings or equivalent. | ✓ | |
| Ability to interpret discussion to produce clear, concise, accurate and diplomatic minutes appropriate for a range of audiences including Ofsted, Members, Trustees and members of academy staff. | ✓ | |
| Experience of acting as an advisor on constitutional and procedural matters | | ✓ |
| Supporting training and development events through booking venues, refreshments, organising trainers and attendees and attending events. | | ✓ |
| Experience of working within an educational setting preferably within a MAT. | | ✓ |

| Competencies & Personal Qualities | Essential | Desirable |
|---|------------------|------------------|
| Excellent written and verbal communication skills with the ability to relate to a wide range of audiences. | ✓ | |
| Accuracy in work practices and an eye for detail. | ✓ | |
| High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the internet use. Keyboard skills. | ✓ | |
| A flexible approach to working hours to facilitate attendance at the range of meetings required. | ✓ | |
| Ability to manage own workload without direction, having the ability to prioritise in order to meet deadlines. | ✓ | |