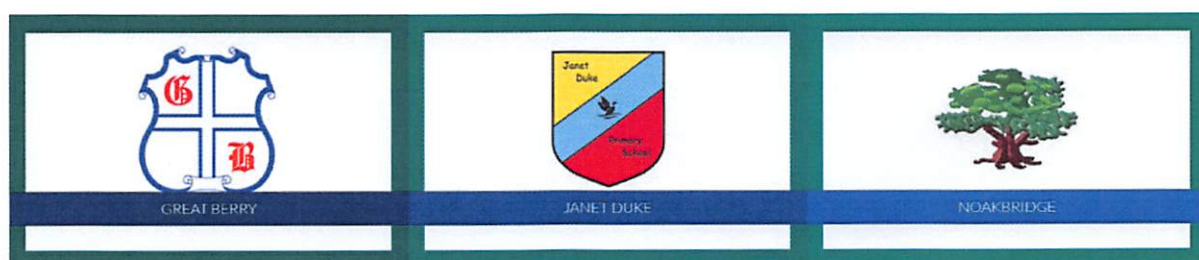


# Cresco Multi Academy Trust Recruitment Resource Pack

## Clerk to the Trust and Compliance Officer



## Contents

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Job Description and Duties	Page 3
Person Specification	Page 7
Welcome from CRESCO	Page 8
Application Process	Page 9

## Job Description: Clerk to the Trust and Compliance Officer

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<b>Post Title:</b>	Clerk to the Trust and Compliance Officer
<b>Trust Name:</b>	CRESCO Multi Academy Trust
<b>Purpose:</b>	<p>Guidance to the trust to ensure they work in compliance with the appropriate legal and regulatory framework and understand the potential consequences of non-compliance.</p> <p>Advise the trust and local governing bodies on governance, constitutional and procedural matters.</p> <p>Provide effective administrative and organisational support to the trust board, local governing bodies and committees.</p> <p>Ensure that the trust is compliant with relevant legislation and statutory guidance.</p>
<b>Responsible to:</b>	Chief Executive Officer, Chair of the Board, Chairs of Local Governing Bodies and Headteachers.
<b>Responsible for:</b>	Not Applicable
<b>Salary/Grade:</b>	Scale 7 Points 19-24
<b>Hours/weeks:</b>	<p>Annualised hours contract spread across 52.14 weeks per year</p> <p>There is a requirement to clerk approximately 30 trust board and local governing body meetings per year. Meetings typically start between 5pm and 7pm and will last approximately 2 hours each; occasionally meetings will run concurrently, which will mean a longer meeting length.</p> <p>Outside of these meetings there will be preparation and follow up work required and a requirement to ensure the trust is compliant in other areas; there will be some flexibility with regards to when these hours can be worked, in agreement with the CEO.</p> <p>It is estimated that this would on average be 7 hours per week, but this figure could vary from week to week depending on the demands of the role at that time.</p>

<b>Location</b>	<p>All meetings are held within the Basildon area (e.g. Great Berry Primary School, Janet Duke Primary School or Noak Bridge Primary School); the clerk will be expected to be in attendance on site.</p> <p>During the current Covid Pandemic and until guidance changes, meetings are being held remotely via zoom. A secure email address will be provided for the successful applicant</p> <p>Outside of these meetings, the postholder will be able to work from home and across all of the CRESCO schools.</p>
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## **Duties**

### **Clerk to the Trust and Compliance Officer**

- Liaising with the appropriate trustees, governors and headteachers to prepare the meeting agendas for the trust board, the local governing bodies and committees and providing advice and guidance on areas that are required to be covered by statute or legislation
- Distributing the agenda to attendees at least 7 days prior to the meeting
- Co-ordinating and distributing the meeting pack to attendees at least 7 days in advance of the meeting
- Take minutes of each meeting, distributing these to attendees within 7 days of the meeting
- Follow up on matters arising from each meeting to ensure that these have been completed in readiness for the next meeting
- Advise the trust board on governance, procedures and other relevant legislation as appropriate
- Act as the first point of contact for members, trustees and local governors with queries on governance and compliance
- Co-ordinate meeting dates with the CEO and headteachers at the end of each academic year and communicate these to members, trustees and local governors
- Organise the Annual General Meeting
- Co-ordinating the induction of new trustees and local governors and maintaining records of this
- Maintain records of the names, addresses and terms of office of all members, trustees and local governors
- Ensure that Terms of Reference for the trust board, local governing bodies and sub committees are reviewed annually and reflect the responsibilities of each group
- Maintain a record of signed minutes and accompanying meeting paperwork
- Maintain records of trustee and governor attendance at meetings and publish in line with guidance
- Maintain a register of business interests, ensuring that this is reviewed annually and available for review on request
- Maintain a record of training that trustees and governors have attended
- Keep up to date with current educational developments and legislation affecting education governance through professional development and regular research
- Support with member and trustee recruitment
- Organise elections of parent trustees/governors as required
- Conduct an annual skills audit of trustees and governors
- Advise on the annual calendar of trust meetings and tasks
- Maintain records of governing body correspondence
- Clerk any statutory appeal committees/panels the trust or local governing bodies are required to convene

### **Compliance**

- Maintaining records at Companies House
- Maintaining records on the DfE Get Information About Schools (GIAS) website
- Updating the trust's website with relevant governance information
- Maintain central policy tracker and ensure that statutory policies are in place, revised when necessary and are reviewed by the trust board, local governing body or relevant committee in line with the trust's policy review schedule
- Reviewing the trust and school websites to ensure they are compliant with relevant regulations
- Maintain the trust's scheme of delegation and ensure it is adhered to
- To coordinate the preparation of the trustees annual report to the company accounts
- To ensure the trust risk register is regularly reviewed and updated.

## **GENERAL**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager (CEO)
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- To attend relevant training and briefings as and when appropriate
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- To follow all relevant guidance regarding confidentiality as circumstances require.

The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, Chairs of Governing Bodies and Headteachers to carry out appropriate duties within the context of the job, skills and grade



## Person Specification: Clerk to the Trust and Compliance Officer

	Essential	Desirable	Method of Assessment
<b>Knowledge / Qualifications</b>			
GCSE English and Maths (Grade A-C) or equivalent	✓		AC
Highly developed ICT skills	✓		AI
Evidence of commitment to own professional development	✓		AI
Knowledge of clerking and governance in a school environment		✓	AI
Level 3 certificate in the Clerking of Schools and Academy Governing Boards		✓	AC
<b>Experience</b>			
Experience of organising meetings and accurate minute taking	✓		AI
Experience in a clerking and/or compliance role	✓		AI
Experience of working with school governing boards		✓	AI
Experience of working within the education sector		✓	AI
<b>Skills / Behaviours / Qualities</b>			
Attention to detail and high levels of accuracy	✓		IR
Strong organisational and time management skills	✓		IR
Able to use own initiative and to think creatively and offer suggestions for improvements and greater efficiencies	✓		IR
Self-motivated with high levels of personal drive	✓		IR
High levels of confidentiality	✓		IR
The ability to work well under pressure and manage conflicting demands.	✓		IR
Flexibility and willingness to be adaptable.	✓		IR
Able to attend evening meetings as required	✓		IR

### \*Method of Assessment

Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate

## Welcome from CRESCO

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Dear Applicant,

Thank you for your expression of interest in the post of Clerk to the Trust and Compliance Officer. We are delighted to have this opportunity to provide you with some details about our trust and to describe the kind of person we hope to appoint to this position.

CRESCO Multi Academy Trust was formed in 2017 and consists of three Primary Schools from the Basildon area, Great Berry, Janet Duke and Noak Bridge. Across the trust we have 1200 pupils and nearly 200 staff. Our schools work together in a partnership where each school is treated as an equal partner and is able to maintain its own unique identity.

We believe that this collaborative partnership has a positive impact and enables us to drive school improvement, help us to build capacity, develop our staff, secure the best financial value for each of our academies and support greater pupil attainment and opportunity.

At Cresco we believe the Clerk plays a critical role in the running of the trust and we are looking to appoint someone who will provide high quality administrative support and advice to the trust which will enable trustees and governors to deliver their governance duties efficiently and effectively and in compliance with all regulatory requirements.

You will need to be self-motivated, have excellent attention to detail and be able to work using your own initiative with highly refined interpersonal skills and strong administrative skills. Knowledge and experience of clerking and the education sector would be advantageous, although training and support will be given. This is a newly created post within the trust which provides an excellent opportunity for the right candidate to shape and develop the role and make it their own.

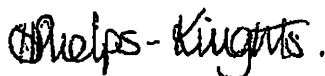
If the idea of working within a trust that is passionate about providing the best opportunities for their young people and you feel you have the skills provided in the person specification, we shall be delighted to receive your application.

Yours sincerely



**Damian Pye**

**Chief Executive Officer  
Cresco Multi Academy Trust  
Headteacher  
Great Berry Primary School**



**Harriet Phelps-Knights**

**Headteacher  
Janet Duke Primary School**



**Lisa Patient**

**Acting Headteacher  
Noak Bridge Primary School**



## Application Process

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Please complete our application form and send via the Essex Schools Jobs Website

### Queries

If you have any queries on any aspect of the application process or would like an informal discussion about the post, please contact Damian Pye, Chief Executive Officer on 01268 544709 or email [hr@greatberry.essex.sch.uk](mailto:hr@greatberry.essex.sch.uk).

The closing date for applications is **Monday 8<sup>th</sup> March 2021**

Interviews will be held on **Wednesday 24<sup>th</sup> March 2021**