

Local Governing Board Clerk

Keys Co-operative Academy Trust

3 x posts

- Brentwood, Essex (12 meetings per year)
- Heybridge, Essex (3 meetings per year)
- Colchester, Essex (3 meetings per year)



Hourly pay:

£13.21 - £14.86 per hour for clerking

10 hours paid per meeting

2 hours attendance at meeting / 8 hours preparation & administration

(£132.10 - £148.60 per meeting)

Meetings are usually 16:00 - 18:00 (Heybridge / Colchester)

or 19:00 - 21:00 (Brentwood)

Job Purpose:

To provide hourly paid clerking for local governing board committee meetings. Clerks contribute towards the efficient and effective functioning of local committees through:

- administrative and organisational support
- advice and guidance to ensure that the committee works in compliance with the appropriate legal and regulatory framework, including the trust's scheme of delegation and the committee's terms of reference
- advice on procedural matters relating to delegated powers and responsibilities
- helping to ensure that committee business delivers high standards of challenge and support that compliments respective improvement plans
- advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants
- assisting in the process of evaluating and developing the quality of governance at local level

Main Duties / Responsibilities

- To liaise with the trust's Governance and Compliance Officer to prepare the schedule of School's Local Governing Board (LGB) meetings annually for the year ahead and keep the LGB up-to-date with the annual calendar of governing board meetings.
- Work with the trust's Governance and Compliance Officer to prepare the Agenda for the local governing board meetings and to send out the Agenda and other papers in advance of the meeting
- Follow up on any agreed action points with those responsible
- To prepare, subsequent to the meeting, formal minutes including who is responsible for the agreed action and the expected timescales, and, having cleared these with the chairperson, to arrange for these to be typed, reproduced and circulated as appropriate.
- To deal with correspondence as required by the LGB and/or the chairperson and to follow up matters raised at LGB meetings.
- Transfer files to portable devices/tablets for use at board meetings, or where necessary, prepare and reproduce papers.
- To attend appropriate meetings of the LGB, to offer advice as necessary on the conduct of business in accordance with the Instrument and Articles of Government and the Education (School Government) Regulations 1989.
- Provide the LGB with information on procedural matters before, during and after meetings, ensuring this is in line with the articles of association.
- To maintain records of all Governors' attendance at meetings and general correspondence files as appropriate for each Committee
- Ensure all meetings are quorate.
- To attend, as authorised, any training/briefing sessions for Clerks
- carry out all routine administration tasks before and after the meetings at the request of the LGB and the trust's Governance and Compliance Officer.
- Access legal advice, support and guidance from the trust's Governance and Compliance Officer
- Keep the governing board up-to-date with any changes in legislation
- Advise the governing board on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the school website, as per statutory guidelines.
- Support the trust's Governance and Compliance Officer with the induction and training of Local Governors, ensuring they have access to all relevant training, documents and information.
- Offer advice to the LGB on succession planning regarding the impending expiry of governors' terms of office.
- Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately.
- Advise LGB's in the event of meetings not being conducted in a proper or orderly manner, or not in the spirit of effective governance.
- Support the trust's Governance and Compliance Officer in implementing transparent processes for the election and appointment of Trustees and maintain accurate records of the outcome.
- Chair the meeting where the official chair is to be elected, providing information and guidance on the election processes and procedures.
- Regularly review and update the register of interests of all local governors.
- Ensure the LGB remains compliant with all of its statutory and regulatory responsibilities whether this be under charity, company or education legislation.
- Ensure that all business is undertaken within the articles of association and scheme of delegation.
- Ensure that the LGB remains compliant with financial standards, the 'Academies financial handbook' and appropriate legal practices to deliver the highest level of corporate governance

Trust Administrative and Secretarial Support

- Keep the diary for Senior Leaders in the Trust
- Provide support to the CEO, including clerical, administration and reprographics support as required, and booking events, courses and meetings as requested. Maintaining personal correspondence and drafting letters for approval by the CEO
- Assist the CEO and COFO with new projects
- Assist the CEO with planning and issuing of Trust Leadership Team agendas
- Compile regular bulletins/update for the CEO ensuring that information is up to date. Communicate with staff to collect relevant information
- Booking rooms, welcoming guests and serving refreshments for the CEO as required

Compliance

- organise/schedule all internal and external audits in conjunction with the COFO
- ensuring that the trust is compliant with its own policies in regards to data protection
- acting as the internal point of contact with the data protection officer service
- reporting and recording any breaches of the data protection and escalating these to the data protection officer
- support with updating the academy trust's risk register
- maintaining a log of actions arising from audits
- Develop system for review of all Trust policies on a regular basis

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Experience in a senior administrative role in a busy office environment • Educated to NVQ Level 3 or equivalent • Working as part of a team • Completed the National Programme for Clerks. (Desirable)
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Detailed knowledge of school policies and procedures • Knowledge of Governing Body Committee Roles • Experience of writing agendas and minutes • Experience of organising meetings
	Literacy	<ul style="list-style-type: none"> • NVQ Level 3 in English or equivalent
	Numeracy	<ul style="list-style-type: none"> • NVQ Level 3 in Maths or equivalent
	Technology	<ul style="list-style-type: none"> • Ability to use word processor and wide range of administrative IT packages
Communication	Written	<ul style="list-style-type: none"> • Ability to write complex letters and reports
	Verbal	<ul style="list-style-type: none"> • Ability to exchange complex verbal information clearly and sensitively
	Languages	<ul style="list-style-type: none"> • Seek support to overcome communication barriers with children and adults
	Negotiating	<ul style="list-style-type: none"> • Ability to negotiate effectively to achieve best outcomes • Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> • Understand and support the differences in children and adults and respond appropriately
	Curriculum	<ul style="list-style-type: none"> • Understanding of the learning experience provided by the school relevant to the role
	Child Development	<ul style="list-style-type: none"> • Understanding of the way in which children develop relevant to the role
	Health & Well being	<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing • Ability to support children who may be unwell
Working with others	Working with partners	<ul style="list-style-type: none"> • Establish effective relationships with those working in and with the school
	Relationships	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	<ul style="list-style-type: none"> • Ability to make an distinctive contribution to the work of a team

Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Good organisational skills • Ability to work accurately with attention to detail
	Time Management	<ul style="list-style-type: none"> • Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> • Ability to follow instructions
General	Equalities	<ul style="list-style-type: none"> • Demonstrate a commitment to equality
	Co-operative Values	<ul style="list-style-type: none"> • Demonstrate the trust's co-operative values
	Health & Safety	<ul style="list-style-type: none"> • Basic understanding of Health & Safety
	Child Protection	<ul style="list-style-type: none"> • Understand and implement child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality
	CPD	<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance