Regional Communications Officer & Clerk to Governors – Essex Region

Job Title:	Regional Communications Officer & Clerk to Governors – Essex Region
Reporting To:	Regional Business Manager
Primary Objectives:	**Public Relations and Communications:** ● To work collaboratively with the academies and the Trust to promote the professional image of the academies in the public domain. ● To increase community cohesion with communities local to the academies. ● To ensure that the academy brand standards are adhered to in all communication media. **Governance and Clerk to Governors:** ● To provide advice and guidance to the governing board on governance, constitutional, and procedural matters. ● To contribute towards the efficient functioning of a governing body and its committees by providing administrative and organisational support, guidance on compliance with the appropriate legal and regulatory framework, and advice on procedural matters.
Location:	The Essex region
Key Internal Relationships:	Regional Business Manager, Director of Education - Primary, Headteachers, Chair of Governors for each assigned Local Governing Body.
About us:	**Our Commitment** Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on the application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be. Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced Disclosure and Barring Service check. Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic, for example, race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full-time, part-time or on a flexible basis.
Key Responsibilities:	The roles and responsibilities fall into two main categories: Public Relations and Governance. A. Public Relations and Marketing ● **Governance Compliance & Administration:** ○ Ensure the channel between the academy, clerks, and TKAT is clear, including updating academy websites, ensuring minutes of meetings are held locally, and actioning returns to TKAT.

- Update GIAS websites to accurately reflect the structure of the local academy governing body.
- Monitor policies and risk assessments to ensure they are reviewed, updated, and uploaded to the academy websites by the relevant responsible people.

- **Lettings Management:** Manage and oversee lettings at each academy, acting as the day-to-day point of contact for customers, promoting space availability, and liaising with caretaking, SLT, and finance teams for security, awareness, and invoicing.
- **Digital Communication:**
  - Manage academy social media platforms in line with security, safeguarding, and branding requirements, promoting news and events.
  - Monitor social media messages, answering queries where possible and signposting where not.
  - Manage and audit academy websites against TKAT policy, ensuring consistency, branding, and compliance.
- **Branding and Marketing Delivery:**
  - Create template documentation and agree upon/document the academy's brand standards.
  - Act as the brand gatekeeper for all public-facing documents.
  - Ensure site signage (car park, street, door, reception) is in line with brand standards and site requirements.
  - Map out and deliver the academy's marketing strategy across the academic year, including events, admissions, open days, and attendance celebrations.
  - Manage and deliver special academy marketing/branding projects.
- **Fundraising:** Work with the Director of Opportunity and Academy SLT to identify funding sources and prepare/submit timely bids.
- **Clerking:** Setting up governor meetings, taking accurate minutes, recording attendance, governor induction, MIS requests, ensuring compliance, and liaising with TKAT on business interests and central returns.

B. Governance and Clerking

- **Provide advice to the LGB:**
  - Advise the LGB on its core functions, Department for Education governance advice (Handbooks, Competency Framework), and governance legislation/procedural matters before, during, and after meetings.
  - Know where to access and, if necessary, seek appropriate legal advice, support, and guidance on behalf of the LGB.
  - Advise the LGB on the regulatory framework for governance and best practice, including committee structures and the implementation of the scheme of delegation.
  - Ensure statutory policies are in place and revised when necessary.
  - Advise on the annual calendar of LGB meetings and tasks.
  - Send new governors' induction materials and contribute to the induction of governors taking on new roles (e.g., Chair).
- **Effective administration of meetings:**
  - Work with the Chair and Headteacher to prepare a focused agenda for meetings.
  - Liaise for papers and distribute the agenda and papers on time.
  - Ensure meetings are quorate.
  - Record attendance and apologies, and take appropriate action in relation to absences.
  - Draft and circulate minutes of meetings, indicating who is responsible for agreed action with timescales.
  - Follow up on any agreed action points and inform the Chair of progress.
- **Membership Management:**

- Advise on the expiry of a governor's term of office and the impact on the LGB's capacity/skills mix.
- Advise on the requirements of the Scheme of Delegation relating to the LGB constitution.
- Establish transparent vacancy-filling processes and organise elections/appointments in a timely manner.
- Chair the part of the meeting at which the Chair is elected, providing procedural advice.
- Collate and maintain information about governors (e.g., pecuniary interests) and ensure DBS checks are carried out when appropriate.
- Maintain records of training undertaken and meeting attendance, advising the chair of potential disqualification through lack of attendance.

- **Manage Information:** Maintain up-to-date records of governors, term of office, committee terms of reference, signed minutes, correspondence, and approved policies.
- **Other Duties:** Clerk statutory appeal committees/panels, maintain a file of relevant guidance, maintain archive materials, prepare briefing papers, and conduct skills audits.
- **Please note** that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Regional Communications Officer & Clerk to Governors – Essex Region will carry out. The postholder may be required to perform other duties appropriate to the role, as directed by the line manager. This job description may be amended at any time in consultation with the postholder.

Qualifications Skills & Experience

Category	Essential (E) or Desirable (D)	Requirements (Consolidated)
Qualifications & Experience	**E**	English and Maths to GCSE/Standard Grade or equivalent (at least Grade 4/C).
	E	Experience in carrying out administrative tasks.
	E	Working knowledge of marketing procedures and practices.
	E	Experience working successfully and collaborating as a member of a team.
	D	Qualification in marketing and or school governing body clerking.
	D	Experience working in a school environment or other educational setting.
	D	Knowledge of how schools and governing bodies operate.
Skills & Attributes	**E**	Excellent verbal and written communication, with strong listening skills.
	E	Ability to plan, organise, and prioritise workloads, with excellent time management and organisational skills under pressure to meet deadlines.
	E	Ability to work using own initiative and take action accordingly.

	E	Excellent attention to detail, aligned with brand standards.
	E	Experience with ICT, especially design packages, Google Suite, and/or MS Office/word processing.
	E	Ability to create good relationships.
	E	Understanding of data protection and confidentiality.
	E	Be able to adopt a flexible approach to working.
	E	Good time management skills and self-motivated.
	E	Committed to safeguarding, equality, diversity, and inclusion.
Knowledge	**D**	Understanding the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety, and inclusion.
	E	Commitment to upholding and promoting the ethos and values of the school/Trust.

Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.
- Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high-quality education.
- High expectations for children's attainment and progress, positive outlook, integrity, flexibility and energy to persevere and succeed.
- Open, positive and receptive towards coaching and improvement.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Good communication skills – written and verbal