



Recruitment Pack

**Governance Administrator and Clerk**





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## Welcome from Katy Cox

Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team as Governance Administrator and Clerk. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

## Welcome from Angela Ager

Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)

# Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

## **Faith: To nurture our belief in God.**

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

## **Service: To live out the responsibilities of our faith by serving others.**

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

## **Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.**

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

## **Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.**

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

# Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



# Job Advert

## Governance Administrator and Clerk

37 hours per week (Part time considered for the right candidate),

Term Time Only plus 5 days

**Flexibility around meetings required including some early evenings**

Grade 5, SCP 6-11 (£21,853 - £26,664 Pro-rata of  
£25,183 - £27,269 FTE)

Responsible to: Governance Lead and Clerk to the Board

Main Location: Romero Central Office with travel to other sites

**Required to commence 6<sup>th</sup> January 2025  
(or sooner if possible)**

We are seeking to appoint an individual who has experience as a governance professional, including clerking.

The successful candidate will co-ordinate and support the work of Local Governing Bodies and the central Governance team. He/she will report directly to the Governance Lead and Clerk to the Board.

The role is based in our Trust Headquarters as well as regularly working onsite in our schools. There is a requirement to work flexibly, including some early evenings.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com).

**Full details and application forms are available from our website:**  
[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date: Monday 25<sup>th</sup> November @ 12noon**

**Shortlisting date: Monday 25<sup>th</sup> November 2024**

**Interview date: Wednesday 27<sup>th</sup> November 2024**



# Governance Administrator and Clerk

## Job Description

### **Role Overview**

With the support of the Governance Lead, the Governance Administrator and Clerk will provide an effective clerking service to Local Governing Bodies that includes (but is not limited to):

- Providing advice on governance, constitutional and procedural matters.
- Providing effective administrative support to the governance team, Local Governing Body and any subcommittee or panel.
- Ensuring the Local Governing Body are properly constituted.
- Managing information effectively in accordance with legal requirements.

### **Main Duties and Responsibilities**

#### **Provide Advice to the Local Governing Body**

- Advise the Local Governing Body on governance legislation and procedural matters where necessary before, during and after meetings and seeking advice and support from the Governance Lead when required.
- Act as the first point of contact for governors with queries on procedural matters.
- To support the Governance Lead by assisting with the communication of key pieces of information from the Trust.
- Ensure statutory policies are in place and are reviewed when necessary.
- Assist the Governance Lead in producing an annual calendar of meetings.
- Assist the Chairs of Governors in the induction process of new governors ensuring that all governors have all of the appropriate documents, including the agreed Code of Practice.
- Conduct an annual skills audit with Local Governing Body, producing a matrix that identifies key training priorities, and forward to the Governance Lead so that appropriate training can be sourced.

#### **Effective Administration of Minutes**

- With the Governance Lead and Headteachers, prepare a focused agenda for the Local Governing Body meetings using the standard templates provided by the Trust.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the terms of reference.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not).

- Draft minutes of the governor meetings (including any panels), indicating who is responsible for any agreed action, and send draft minutes to the Chair, Principal and Governance Manager.
- Circulate the reviewed draft to all governors (or members of the sub-committee) and the Trust Team within the timescale agreed.
- Follow up any agreed action points with those responsible and inform governors on progress made.

### **Membership**

- Advise governors and the Governance Lead in advance of the expiry of a governors' term of office, so elections or appointment can be organised in a timely manner
- Chair the section of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of pecuniary interests and forward to the Trust on an annual basis or as and when there are changes.
- Ensure all governors complete an enhanced DBS check with satisfactory result.
- Maintain governor meeting attendance records.
- Liaise with the Chair and the Governance Lead regarding succession planning.
- Assist with the election of parents and staff governors.

### **Manage Information**

- Maintain up to date records of the names, addresses, category of governors, terms of office in a format agreed by the Trust.
- Maintain copies of current terms of reference, scheme of delegation, membership of any committees and name of nominated governors i.e. safeguarding etc.
- Maintain records of governor correspondence.
- Ensure copies of statutory policies and other academy documents approved by the Local Governing Body are kept in the academy and published as agreed, for example, on the website.
- Maintain an archive of governor minutes and documents.
- To maintain a record of governor visits to the Academy and circulate any resulting reports to the Local Governing Body and the Governance Manager.
- Use the Governor Hub platform appropriately and efficiently.

### **Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting governance.
- Participate in regular performance management.



### **Additional Services**

- The Clerk may be asked to perform such other tasks as may be determined by the Governance Lead, Trust Executive Team or the Chair of the Local Governing Body from time to time.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **Corporate Responsibilities**

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from the Governance Lead, a Headteacher or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

# Governance Administrator and Clerk

## Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications and Training</b>		
Be able to demonstrate a willingness to attend appropriate training and development.	E	A/I
Completed, or willing to work towards, Development for School and Trust Governance Professionals qualification, or equivalent.	E	A
<b>Experience</b>		
Relevant personal and professional development.	D	A
Working in an environment where experiences include taking own initiative and self-motivation.	D	A/I
Working as a member of a team.	D	A/I
<b>Knowledge and Skills</b>		
Good listening, oral and literacy skills.	E	A/I
Writing agendas and accurate concise minutes.	E	A/I
ICT including keyboarding skills.	E	A
Record keeping, information retrieval and dissemination of data/documentation to relevant partners.	E	A/I
Organising their time and working to deadlines.	E	A/I
Organising meetings.	E	A
Using the internet to access relevant information.	E	A/I
Knowledge of governance procedures.	D	A/I
<b>Personal Qualities</b>		
Be a person of integrity.	E	A/I
Be able to maintain confidentiality.	E	A/I
Be able to remain impartial.	E	A/I
Have a flexible approach to working hours.	E	A
Be sympathetic to the needs of others.	E	A/I
Have a positive attitude to personal development and training.	E	A/I
Have good interpersonal skills.	E	I
Acts with pace and urgency being energetic, enthusiastic and decisive.	E	A/I

Has the ability to learn from experiences and challenges.	E	A/I	
<b>Commitment</b>			
Committed to The Romero Catholic Academy Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	E	A/I	
Commitment to safeguarding and protecting the welfare of children and young people.	E	A/I	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	E	I	
Commitment to health and safety.	E	A	
Committed to own continual professional development.	E	A/I	
<b>Other</b>			
Essential Car User.	E	A	
Is fluent in the use of the English language.	E	A/I	
<b>Note: We will always consider your references before confirming a job offer in writing</b>			
<b>Prepared by:</b>	<b>CSEL</b>	<b>Date:</b>	<b>October 2024</b>

### Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### Attendance

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## How to apply

If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**

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**Completed application forms, and associated documentation, should be returned to the HR department via e-mail: [careers@romerocat.com](mailto:careers@romerocat.com)**

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 **Romero**  
Catholic Academy Trust