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**Job Title: Clerk to Governing Bodies**

**Reports to: Chair of the Local Governing Body**

**Payscale: Trust Grade 5**

**Location: Court Lane Academies & Highbury Primary & Nursery Academy**

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**Function of the post:**

Provide professional and effective support to an Academy's Local Governing Body (LGB) to ensure they meet their obligations in accordance with the University of Chichester Academy Trust, Academy and statutory requirements. This will involve working effectively with the Local Governing Body, Headteacher, Trust and other interested parties

**Principal Accountabilities:**

- Provide advice to the LGB on governance legislation and procedural matters, including statutory changes, acting as the first point of contact, liaising with appropriate third parties as necessary to ensure advice is accurate and current. This may include preparing briefing papers for the LGB (dependant on experience).
  - Contributing to the effectiveness of the LGB, provide advice on best practice on governance, including committee structures and self-evaluation, ensuring statutory policies are in place and reviewed in accordance with Trust or statutory requirements;
  - In accordance with procedure, manage the membership of the LGB, including maintaining a register of members and pecuniary interests, record of attendance and training, providing advice and support on the election and re-election of members, including the Chair, managing the procedure for outgoing Governors and advice on strengthening the LGB and succession planning to meet the needs of the Academy;
  - Support the induction of new Governors, providing and updating the Welcome Pack and contribute to the induction of Governors undertaking new roles such as Chairing a Committee or acting as Chair of the LGB.
- Ensure the administration required to ensure an effective LGB is undertaken and robust processes are in place and compliant with Trust and regulatory requirements as necessary. This will include managing annual meetings and tasks calendar, maintaining accurate records of Terms of Reference, register of Committees and Working Parties and LGB correspondence including signed and minuted approval of policies and other documents;
  - Liaise with the Academy's administration team to ensure the relevant Academy's web pages are updated and contain information in line with statutory or Trust requirement;
  - Undertake a full range of duties to ensure effective and efficient administration of all LGB and Committee meetings, including working with the Chair and Headteacher to prepare a focused agenda; preparing, collating and circulating papers on time and in line with procedural requirements, ensure meetings are quorate and record, minute and prepare draft minutes for review and final approval, following up all agreed action points.
  - Support the Chair in scheduling statutory appeal committees and panels, servicing and providing advice to the LGB and liaising with appropriate parties to ensure that such matters are dealt with promptly, rigorously and in line with procedure.
  - Maintain and update a reference file of useful documents and guidance from the Department for Education (DfE), University of Chichester Academy Trust and other relevant bodies.

### **University of Chichester Academy Trust:**

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **Equality and Inclusion:**

The University of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academies in continuously seeking to find ways to improve their environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of current Data Protection Legislation and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/db](http://www.homeoffice.gov.uk/db)

## Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			
Good general education at GCSE Grade C or above, including English for written correspondence	✓		<b>Application Interview</b>
Knowledge of current educational developments and legislation affecting school governance, or a willingness to undertake training and maintain currency	✓		
Demonstrable knowledge of a wide range of administrative practices and procedures that support an effective provision	✓		
Understanding of the Academy environment including Multi-Academy Trusts		✓	
Awareness of Data Protection and Equality legislation		✓	
Certificate of completion of a relevant training programme, such as the National Training Programme for Clerks or its equivalent		✓	
Working knowledge of administration for a Local Governing Body ideally in a school setting.		✓	
<b>Skills</b>			
Strong interpersonal and communication skills with the ability to work References professionally, collaboratively, adapting style, verbal or written, to translate complex or extensive information concisely and accurately, and in a manner appropriate to the audience	✓		<b>Application Interview References</b>
Organisational and time management skills that ensure a professional service that delivers the requirements of the role in a timely, efficient and effective manner	✓		
Good record keeping, information retrieval and dissemination of information to relevant parties	✓		
Computer literate with fast and accurate keyboard skills using Microsoft Office applications or similar	✓		

An ability to maintain a good attention to detail with accuracy, whilst under pressure and to conflicting demands	✓		
<b>Experience</b>			
Demonstrable evidence of a range of duties that are relevant to post References Undertake a high volume of tasks within tight time frames and with competing demands	✓		<b>Application Interview References</b>
Undertake a high volume of tasks within tight time frames and with competing demands	✓		
Writing agendas and accurate concise minutes		✓	
Clerk to a Governing Body		✓	
<b>Personal Attributes</b>			
An enthusiastic, supportive and diligent individual with the ability to work on own initiative whilst being part of a wider team	✓		<b>Interview References</b>
Ability to maintain confidentiality and deal with situations sensitively and with diplomacy	✓		
Flexible approach with the ability to work at times convenient to the local governing body, including evenings	✓		
Use of initiative and a positive approach to continual improvement	✓		