

JOB DESCRIPTION

| | |
|--|--|
| Job Title | Trust Clerk – Discovery Educational Trust (DET) |
| Salary | £180 per meeting (up to 15 meetings per year) |
| Work Pattern | Term-time. Part-time and hybrid. Ten hours per meeting (approximately three hours in person at each meeting and seven hours administration time, which can be completed remotely). A flexible approach to working hours is required to meet the deadlines and demands of the role. |
| Reports to | Trust Governance Professional. |
| Location | Hybrid role, which requires attendance at meetings across the DET estate (Westcliff-on-Sea and Brentwood). The ability to travel to all DET Schools is, therefore, an absolute requirement. |
| Internal Stakeholders | Members, Trustees, Chief Executive Officer (CEO), CFOO, TB, Committee Chairs, DET Central Team and Executive Headteacher (EHT)/Headteachers (HTs). |
| Job Purpose | To undertake the administration and clerical work relative to the TB and its Committees. |
| Key Accountabilities and Duties | <ul style="list-style-type: none"> • To inform Trustees and Local Governors, as appropriate, of any changes to its responsibilities as a result of a change in relevant legislation. • To support the Governance Professional in the induction of new Trustees and Local Governors and those changing roles, especially those moving into Chair roles. • To arrange suitable dates for meetings and book appropriate rooms and refreshments; confirm to all attendees, as appropriate. • To work with the Trust Governance Professional in their work with the Chair and EHT/HT in the preparation of agendas for relevant meetings. • To liaise with those preparing papers and collate papers, as necessary, ensuring that the agenda and meeting packs are sent to all relevant parties within stipulated timeframes. • To attend appropriate meetings to offer advice, as necessary, on the conduct of business in accordance with relevant legislation and to take notes of the meeting. • To ensure that all meetings are quorate. • To chair that part of the meeting at which the Chair is elected, providing procedural advice, as required. • To prepare formal minutes and, having obtained Chair approval, to arrange for these to be uploaded and circulated, as appropriate. • To maintain correspondence as required and to follow-up on actions taken and matters arising at relevant meetings, ensuring that actions are completed in a timely manner. • To maintain records of meeting attendance. • To attend, as authorised, any training/briefing sessions. • To undertake all routine administration tasks before and after all meetings at the request of the Trust. |
| General | <ul style="list-style-type: none"> • To uphold a commitment to the Trust’s Vision and Values. |

| | |
|---------------------|--|
| | <ul style="list-style-type: none"> • To maintain an awareness of, and a commitment to, the Trust’s Equality and Diversity in Employment Policy and the DET Equality Policy and Equality Statement and Objectives in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place. • To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy, and all locally agreed safe methods of work. • To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the Line Manager. • These responsibilities are neither exclusive nor exhaustive and the post-holder may be required to undertake other appropriate duties within the context of the job, skills and grade. <p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.</p> |
| Safeguarding | <ul style="list-style-type: none"> • All DET staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures, including engaging in annual safeguarding training. |

PERSON SPECIFICATION

| | | |
|--------------------------------------|---|--|
| Qualifications and Experience | Specific qualifications and experience | <p>Experience in a senior administrative role in a busy office environment, requiring strong organisational skills, accuracy and attention to detail.</p> <p>Ability to produce smart, accurate minutes efficiently.</p> |
| | Knowledge of relevant policies and procedures | <p>Knowledge of school policies and procedures.</p> <p>Knowledge of Trustee and Local Governor roles and responsibilities.</p> |
| | Literacy | <p>Excellent literacy skills.</p> |
| | Numeracy | <p>Excellent numeracy skills.</p> |
| | Technology | <p>Highly competent IT skills, specifically, Microsoft Office suite. Embraces opportunities to use technology to improve process and efficiency.</p> |
| Communication | Written | <p>Ability to write complex letters and reports.</p> <p>Ability to summarise complex meeting dialogue succinctly and note salient points.</p> |
| | Verbal | <p>Ability to exchange complex verbal information clearly and sensitively.</p> <p>Ability to negotiate effectively to achieve best outcomes.</p> |
| | Accuracy | <p>Focused attention to detail.</p> |
| Working with Others | Stakeholder Management | <p>Establish effective relationships with all stakeholders, internal and external.</p> |
| | Relationships | <p>Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust.</p> <p>Accessible and approachable at all times.</p> |
| | Team Work | <p>Work effectively as part of a team, but also on own initiative and with minimal supervision.</p> <p>Be a role model for DET values and behaviours.</p> <p>Be collaborative.</p> |
| | Information Sharing | <p>Develop and implement highly effective systems to share and safeguard information.</p> |
| Responsibilities | Organisational Skills | <p>Excellent organisational skills. Able to prioritise and organise.</p> <p>Role involves conflicting priorities requiring a methodical and calm approach in order to be effective and deliver.</p> <p>A positive and creative approach to tackling tasks.</p> |

| | | |
|----------------|-----------------------------------|---|
| | Time Management | Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines. |
| General | Equality, Diversity and Inclusion | Knowledge of and commitment to equal opportunities and anti-discriminatory practice. |
| | Health & Safety | Basic understanding of Health and Safety. |
| | Safeguarding and Child Protection | Good understanding of and compliance with Safeguarding and Child Protection procedures. |
| | Confidentiality/Data Protection | Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR. Understanding of need for professional confidentiality. |
| | Self-Development | Ownership and commitment to continuous learning and development. Ability to effectively evaluate own performance. |