



Bracebridge Infant and Nursery School and Manor Leas Infant School are looking for a Governance Professional to support our Boards of Trustees.

Governance Professional (Clerk to Trustees)

Lincoln Bracebridge Infant & Nursery School

Francis Street Lincoln, LN5 8QG

Clerk to Trustee or School Board

£15.00 p.h.

Permanent

Term Time Only

21/06/2024

Bracebridge Infant and Nursery School and Manor Leas Infant School are looking for a **Governance Professional (Clerk to Trustees)** to support our Boards of Trustees.

We have staff and Governors who are fully committed to going the 'extra mile' to meet the needs of our children and their families. Providing a broad and balanced curriculum enriched with a wealth of engaging learning opportunities and experiences is key to our vision. We work hard to ensure that our children emerge as independent, confident learners with high self-esteem who aspire in 'Being the best that we can be!'

Governance Professional (Clerk to Trustees) - Bracebridge Infant and Nursery School and Manor Leas Infant School

Rate of pay - £15 per hour, based on an average of four hours per week (two per school).
Term time only (plus paid holiday allowance).

Hours to be worked flexibly around a schedule of meetings.

Each board currently has 8 meetings per year held on Tuesday and Wednesday evenings, some of which will be in person in the evening and some of which may be held remotely.

Other than attendance at meetings, much of the role can be carried out from home.

We are looking for someone who is organised, with excellent interpersonal skills and attention to detail. You should have strong IT skills, written and verbal communication skills and experience of preparing agendas and minutes.

The main duties of the role are:

- Liaising with the Headteachers and Chairs of Trustees to prepare agendas and circulate papers prior to meetings

- Attending trust board meetings, taking and circulating minutes and updating actions.
- Staying up to date with changes in legislation and guidance and advising the Boards of Trustees on compliance.
- Maintaining records such as Trustee attendance at meetings, Declarations of Interest, skills audits and training.

All applications should be on the school application form [Vacancies | Bracebridge Infant and Nursery School](#), job description - person specification attached.

Please forward completed application forms to lucy.wilson@bracebridge.lincs.sch.uk

Closing date for submission of applications - 21 June 2024

Shortlisting and interviews will take place week commencing 24 June 2024.

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure Barring Service (DBS) Clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

All shortlisted candidates will need to verify their eligibility to work in the UK at interview



Governance Professional Job Description

Role purpose

To provide advice and guidance to the trust board on governance, constitutional and procedural matters.

To contribute towards the efficient and effective functioning of the trust board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board

Key duties

Organising meetings, hearings and appeals

Preparing for and administrating meetings, allowing the board to make effective use of their time and focus on strategic matters.

Supporting the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board
- following up on action points with those responsible and informing the chair of progress

Providing advice and guidance

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on board procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

Administration and record keeping

Supporting the board to maintain records of policies and procedural documents and ensure these are accessible. This includes:

- maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the board's capacity, diversity and skills mix
- establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the board

Maintaining relationships and communication

Maintaining good relationships and open communication with members of the board.

Supporting and advising the trust board on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings.
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing board recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

Governance Professional Person Specification

Job Title:	Clerk to Trust Boards of Bracebridge Infant and Nursery and Man Leas Infant Schools	
<p>Candidates will be assessed against their ability to meet the essential requirements of the job and their ability to meet the desirable requirements of the job in a competitive situation.</p> <p>Candidates with a disability will be guaranteed an interview if they meet the essential requirements only. Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.</p> <p>Candidates should explain how they meet each of the numbered requirements within their supporting statement.</p>		
Essential	Desirable	
Skills and Attributes		
<ol style="list-style-type: none"> 1 Effective interpersonal skills and ability to work collaboratively 2 Excellent levels of literacy and written and verbal communication 3 ICT skills including word processing and use of email 4 Excellent planning and organisational skills 5 Ability to understand and assimilate new information and translate into advice 6 Ability to organise own time, be flexible in approach and able to work with conflicting demands 7 Thorough approach to work with an attention to detail 8 Committed to working in a way which promotes equality 		
Knowledge		
<ol style="list-style-type: none"> 1 Knowledge of Microsoft Office including Word, Excel and Outlook. 2 An understanding of general administrative tasks e.g. filing, record keeping 3 Knowledge of good practice in writing agendas and minutes and organising meetings 4 Understanding of the requirements of working with confidential information 5 Awareness of safeguarding and health and safety appropriate to the role 	<ol style="list-style-type: none"> 1 Knowledge of academy governance procedures 2 Knowledge of the law and regulations relating to academy governance 3 Knowledge of the respective roles and responsibilities of the Trust Board and headteacher. 4 Knowledge of governor appointment and election procedures 5 Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner 	
Experience:		

1 Experience of dealing with confidential matters	1 Experience in a school or academy governance role
2 Previous experience of organising meetings, drawing up agendas and producing accurate minutes	
Qualifications/Professional Memberships:	
1 At least 5 GCSEs, at grade C or above, or equivalent including English	2 Relevant governance training such as the National Training Programme for Clerks.

Other requirements of the job

- a) Ability and willingness to attend meetings at times determined by the governing body, including evenings
- b) Ability and willingness to meet with the chair of governors as required
- c) Ability to work at home
- d) Willingness to complete pre-employment checks in line with Keeping Children Safe in Education