

JOB DESCRIPTION

POST TITLE: Clerk to the Board of Trustees

RESPONSIBLE TO: Chair of Trustees

REMUNERATION: £10.00 per hour

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the CEO and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the CEO acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The CEO will consult you as appropriate during any review of these duties.

Main purpose

To be responsible for advising the trustees of the school(s) in the academy trust on constitutional matters, duties and powers within the broad current legislative framework. To secure the continuity of board of trustees' business and observe confidentiality requirements.

Main duties

Administration:

- Work effectively with the chair and CEO in preparing a purposeful agenda which takes account of trust and Department for Education (DfE) issues and is focused on school improvement
- Record the attendance of trustees at meetings and take appropriate action as agreed by the trust regarding trustee absences. Maintain records of board of trustee membership, Disclosure and Barring Service (DBS) status, attendance at meetings, vacancies and terms of reference. Maintain a register of trustees' pecuniary interests
- Clerk the full board of trustee meetings, take notes in order to prepare minutes and indicate who is responsible for any agreed action. Send a draft to the chair of trustees and the CEO for amendment/approval within five days and out to all trustees within ten days
- Record all decisions accurately and objectively with timescales for actions and maintain signed minutes in line with DfE regulations. Assist with the monitoring of actions and action plans resulting from meetings as requested
- Clerk the statutory and non-statutory trustee sub-committees as required and send notes to the chair of the sub-committee for amendment/approval within five days, to all members of the sub-committee and the CEO within ten days and to all trustees with the information pack for full trustee meetings

- Ensure trustees are informed of any new legislation affecting academies. Act as a link between the board of trustees, the school and other agencies
- Maintain records of board of trustee correspondence

Organisation:

- Work with the CEO and others to ensure agenda papers are produced on time
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, preferably ten days, before a meeting
- Copy and circulate the approved notes to all trustees within the timescale agreed with the board of trustees
- Advise absent trustees of the date of the next meeting
- Maintain a register of trustees' attendance, vacancies and new appointments (other than staff vacancies, which shall be the responsibility of the CEO to organise). Take actions as laid down by the trustees to organise the administration for the selection of new trustees
- Conduct elections for elected trustee positions, except as above, and for the position of the chair
- Take action on the agreed policy to support new trustees, take account of the guidance for CEO and chairs of trustees and induction materials/courses available. Ensure that all trustees are aware of the framework within which an academy and academy trust operate
- Contribute to the production of a board of trustees' year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the board of trustees and its committees

Resources:

- Advise the board of trustees on governance and academy legislation and procedural matters where necessary before, during and after meetings
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the board of trustees
- Comply with all appropriate statutory financial and contract procedures and any other such relevant requirements as laid down by the trust

Support for the schools within the academy trust:

- Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person (e.g. the chair and/or CEO).
- Be aware of and support difference to help ensure all trustees have equal access to the services of the trust and feel valued (taking into account their social, cultural, linguistic, religious and ethnic background)
- Contribute to the trust's ethos and aims
- Work as part of a team, appreciating and supporting the role of others in that team
- Undertake personal development through training and other learning activities as required
- Undertake research and provide information to the trustees as required

Note

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal attributes

Communication and influence:

- Communicates in a clear, accurate and succinct manner to deliver information to the right person, ensuring he/she understands the message. Ensures any method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person

Team working:

- Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus

Organisational awareness:

- Demonstrates a broad knowledge of the school's/schools' activities within the academy trust and how the trust contributes to performances as a whole. Is able to describe the current activities in their area and whole-school developments. Demonstrates how own job performance contributes to the trust's vision

Adaptability:

- Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to facilitate change. Challenges conventional thinking and existing practices

Use of technology:

- Is able to use and understand the purpose of IT and has the ability to search for and extract information, using a range of technology including Microsoft OneNote. Adapts data according to particular needs and presents it appropriately. Is able to use IT securely and safely and supports/encourages trustees to also use IT technology, linked to the work of the trust, in a safe and secure manner

Professional values and practice:

- Ability to build and maintain successful relationships with people, treating them consistently with respect and consideration
- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice
- Ability to organise own time and work to deadlines
- Ability to improve own practice through observation, evaluation and discussion with colleagues

Experience and knowledge:

- Experience of administrative/financial work
- Knowledge of relevant educational legislation, guidance and legal requirements

- Knowledge of the respective roles and responsibilities of the board of trustees, the CEO(s), church authorities and DfE
- Basic awareness of inclusion, especially within a school setting

Qualification and training:

- Level 2 qualification in numeracy/maths and literacy/English or equivalent qualification
- NVQ level 3 in administration/business or equivalent qualification or experience
- Requirement to complete national training programme for clerks

SIGNED:

Jonathan Bishop, CEO

SIGNED:

DATED: