

St John the Baptist Catholic Multi Academy Trust
Trust Clerk – Job Description and Person Specification



ST JOHN THE BAPTIST CATHOLIC
MULTI-ACADEMY TRUST
PREPARE THE WAY



JULIAN
TEACHING SCHOOL HUB



Norfolk
Research
School

JOB TITLE:	Trust Clerk
RESPONSIBLE TO:	Trust Compliance Manager
GRADE:	E
HOURS:	15.5 per week, Term Time only - flexibly worked at various locations within the schools which constitute the St John the Baptist Catholic Multi Academy Trust

1. PURPOSE AND SCOPE

- To ensure compliance with statutory requirements regarding clerking of the schools Local Governing Bodies (LGBs) and Trust Board.
- To accurately record Directors and LGB meetings via minute taking, records of decisions and action logs.
- To monitor implementation of decisions taken by the Directors or the Local Governing Body.
- To keep an up-to-date list of LGB and Director memberships and advise LGB Chairs of vacancies or approaching ends of terms of office.
- To keep GovernorHub (the repository of information for Governors and Directors) up to date with agendas, minutes and LGB / Director details
- This post requires flexibility in terms of location and availability to attend calendared Directors and LGB meetings. Meetings may take place in various locations and at various times. Flexibility is also available for home working in the production of agendas and minutes. The Trust Clerk will have some term time weeks where perhaps 5 meetings will require clerking and some term time weeks without any meeting requirements at all. The Trust Calendar will be published at the start of the year and will enable the postholder to organize their working patterns, the expectation being that the 15.5 hours per week may be flexibly organized over the year (e.g. a week requiring 24 hours will be offset by a week requiring 12). For meetings beyond the Greater Norwich area travel expenses can be claimed. A laptop will be provided.

2. ORGANISATIONAL RESPONSIBILITIES

- Reporting to and line managed by the Compliance Manager.
- To liaise with the Board of Directors of the Multi Academy Trust, the CEO, the Finance and Operations Director (FOD), the Compliance Manager, Local Governing Bodies, the Headteacher / Head of School, Leadership Team, teachers, support staff, and the Roman Catholic Diocese of East Anglia.

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3. MAIN DUTIES AND RESPONSIBILITIES

- Under the direction of the Compliance Manager to ensure that the Directors / Governing Body comply with statutory obligations and regulations, and advise accordingly.
- To support the Trust Board and nine of the Trust LGBs; those of Sacred Heart (Swaffham), St Augustine's (Costessey), St Benet's (Beccles), St Edmund's (Bungay), St Francis of Assisi (Norwich), St Mary and St Peter (Gorleston), St Martha's (King's Lynn) and St Mary's (Lowestoft) Catholic Primary Schools, and Notre Dame High School (Norwich).
- To provide clerking support for Joint Consultative Committee meetings with Union representatives, and for the Julian Teaching School Hub.
- To produce agendas and minutes.
- Under the direction of the Compliance Manager to advise and support the Headteacher in arranging and conducting the election of Local Staff Governors and Local Parent Governors.
- To produce the annual calendar of Board Meetings and Local Governing meetings and tasks
- To upload and maintain Trust Board and LGB papers, personnel records, committee structures and other governance information on GovernorHub.

4. GENERAL DUTIES

- To comply with Trust policies and procedures.
- To comply with confidentiality and security requirements with regard to Director, Local Governor and Academy issues.
- To participate in training and other learning activities as required, and to participate in appraisal and professional development.
- To minute occasional school matters e.g. formal complaints, staff discipline procedures
- To undertake other similar duties that fall within the role as reasonably required by the Compliance Manager or CEO.

5. CLERK TO COMMITTEES

Prior to Meetings

With regards to meetings, the Clerk will:

- Prepare agendas with the Chair and CEO for the Directors Board Meetings, and with the Chair and Headteacher for Local Governing Body meetings;
- Encourage and liaise with those preparing papers to make sure they are available on time.
- Publish the agendas and documents on GovernorHub;
- Distribute the agenda and papers as required by legislation or other regulations, or as far as possible at least 7 days prior to any meeting.

At Meetings

- Ensure as far as is possible that meetings are quorate;
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections;
- Record the attendance of Directors / Governors at meetings (and any apologies – whether they have been accepted or not);
- Advise the Board on governance legislation and procedural matters when necessary, before, during and after the meeting, seeking advice from the Compliance Manager as needed;

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- Take notes at the meeting using an agreed template recording all decisions accurately and objectively with timescales and responsibility for any agreed action;
- Inform the Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Promote relevant forthcoming training courses that are available to Directors or Governors.

After the meeting

- Provide advice to the Chair where there is a need to take appropriate action in relation to absences
- Draft minutes, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and CEO / Chair and Head of School as appropriate; this should be done within three school days of the meeting
- Circulate agreed action list to all those with responsibility, for completion
- Ensure that progress on action points is recorded at the next meeting
- Ensure that amended minutes are finalised and ready for circulation with the calling papers of the next meeting
- File a signed hard copy of the minutes with the agenda of the meeting at the direction of the Compliance Manager
- Place a copy of the finalised minutes on GovernorHub

6. MANAGE INFORMATION / OTHER INFORMATION

- Through the Compliance Manager gain access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Directors or Local Governing Bodies
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Send new Directors and Local Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of Local Governors taking on new roles, in particular Chair or Chair of a committee
- Maintain up to date records of the names, addresses and category of Local Governing Body Members and their term of office, and inform the Directors and any relevant bodies of any changes to its membership.
- Advise the Compliance Manager, Directors and the CEO prior to the expiry of term of office, so that elections/appointments can be organised in a timely manner
- Maintain a record of attendance at all meetings and advise the Board of non-attendance issues and the Chair of potential disqualification through lack of attendance
- Maintain a register of pecuniary interests and ensure a record of Directors/Governors business' interests is maintained, reviewed annually and lodged within the Trust
- Ensure that DBS (Disclosure and Barring) checks are carried out on all new Directors/Governors
- Inform the Board and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Directors / Governors, e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Ensure that all minutes are backed up electronically via GovernorHub

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- Maintain records of Board/LGB correspondence
- Assist the Compliance Manager to ensure statutory policies are in place, reviewed according to the policy review timeline and revised when necessary with the assistance of Academy staff; copies of policies and other Academy documents approved by the Board/Local Governing Body should be kept in the Trust/Academy and published as agreed, for example, on the Academy website.
- Maintain archive materials
- Maintain a record of training undertaken by members of the Board/Local Governing Body on GovernorHub
- Consider skills audits and advise on training requirements and the criteria for appointing new Directors/Governors relevant to vacancies
- Advise the Board/Local Governing Body on succession planning

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PERSON SPECIFICATION

			<i>Assessment</i>
Experience	Experience of managing a wide and varied workload	Essential	<i>App form and/or interview</i>
	Experience of working in an appropriate learning environment	Desirable	
	Experience of accurate record keeping	Essential	
Qualifications and Training	Level 3 qualifications	Essential	<i>Application form</i>
	Literacy and Numeracy to Level 2	Essential	
	Valid driving license	Essential	
Knowledge and Skills	Ability to converse and provide advice in accurate spoken English	Essential	<i>Interview and/or Application form</i>
	Knowledge of the legislative duties of the Governing Body of an academy	Desirable	
	Knowledge of statutory requirements in relation to charitable status	Desirable	
	An understanding of education policy and procedures	Desirable	
	Ability to interpret legislation and regulations	Essential	
	Working knowledge and skills of ICT	Essential	
	Ability to undertake varied duties	Essential	
	Ability to prioritise a varied workload	Essential	
	Effective time management and organisation skills	Essential	
	Experience of Bromcom software or similar school MIS systems	Desirable	
Personal Qualities	Integrity	Essential	<i>Interview and/or Application form</i>
	Ability to work calmly under pressure	Essential	
	Ability to critically evaluate own performance	Essential	
	Commitment to the Catholic Ethos of the Trust	Essential	
	Enthusiasm	Essential	
	Adaptability, pro-activeness, honesty, reliability, loyalty	Essential	
	Ability to work effectively individually, and as part of a team	Essential	
	Compliance with confidentiality and security requirements	Essential	
	Commitment to safeguarding and promoting the welfare of children and young people	Essential	

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the trust