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| Trinity Multi-Academy Trust Job Description |  |
| Job Title:  | Clerk to Governors  |  |
| Job Scale:  | £20 per hour  |  |

**BASIC JOB PURPOSE**

* To be responsible for delivering a high quality clerking service to academies within Trinity Multi Academy Trust.
* To be responsible for advising Education Advisory Bodies on constitutional and procedural matters, adhering to the Trust’s Governance Handbook.

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| **Reporting to:**  | Governance Support Officer  |

**MAIN RESPONSIBILITIES**

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| **1** | Work effectively with the Chair of the Governing Body and Principal and follow the governance handbook  |
| **2** | Communicate the annual cycle of meetings on behalf of the Governance Support Officer. |
| **3** | Prepare minutes that summarise succinctly and eloquently the essence of the meeting and that clearly demonstrate the level of scrutiny, challenge and support offered by governors whilst taking into account the confidential and sensitive nature of discussions. |
|  **4** | Record all decisions accurately and objectively with timescales for action and indicating who is responsible for any agreed action. |
| **5** | Maintain a file of signed minutes as an archive record which is kept on-site at each academy/school. |
| **6** | Chair the part of the meeting at which the chair is elected (when required). |
| **7** | Maintain copies of current terms of reference and membership of committee and working parties and nominated governors. |
| **8** | Maintain governor meeting attendance records and advise the governing body of non-attendance of governors. |
| **9** | Annually review and maintain a register of pecuniary interests. |
| **10** | Advise on constitutional and procedural matters where necessary before, during and after the meeting. |
| **11** | Keep up to date with current education development and legislation affecting school governance. |
| **12** | Attend clerks training, network meetings and government updates, as appropriate. |
| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside the academy trust.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy trust, students, parents and staff
* To adhere to the MAT’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* Provide relevant and appropriate pastoral support
* To work flexibly, including evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job: Clerk of Governors** |
| **Qualifications & Experience** | * 5 or more GCSEs at grade C or above, including English (or equivalent)
* experience of minute / note taking
* experience of working to deadlines
* experience of word processing and a range of other IT packages
 | * innovative use of resources
* Experiencing of clerking with a school environment
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| **Knowledge & Understanding** | * understanding of filing, storage and archive systems and procedures
* knowledge of the principles of good governance
* knowledge of GDPR and other relevant legislation
 | * good and current knowledge of governance legislation
* the principles and characteristics of effective academies
* understanding of safeguarding and Child Protection issues
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| **Skills & abilities** | * well-developed time management, planning and organisational skills
* ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills
* able to prioritise work and to manage work to meet tight deadlines
* adaptability to changing circumstances/ideas
* attention to detail
 | * negotiate and consult fairly and effectively
* vision, imagination and creativity
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| **Personal Qualities** | * an excellent record of attendance and punctuality
* adaptability to changing circumstances/new ideas
* ability to inspire confidence in others
* a commitment to inclusive education
* reliability, integrity and stamina
 | * determination to succeed and the highest possible expectations of self and others
* intellectual ability and curiosity
* resilience and perspective
* personal impact and presence
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