



Clerk to the Trust Board

Job Description & Person Specification



Job Description:

Job Title:	Clerk to the trust board
Reports to:	Chair of the trust board
Remuneration:	The salary for this post is £10,000 per annum
Start Date:	Immediate

Overall Purpose of the Post

Provide advice, guidance and training to the trust board on governance, constitutional and procedural matters. The clerk will contribute towards the efficient functioning the trust board and its committees by providing:

- Administrative and organisational support.
- Guidance to ensure that the trust board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance.
- Advice on procedural matters relating to the operation of the trust board.

Key Duties

Provide advice to the trust board:

- Advise the trust board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance.
- Advise the trust board on governance legislation and procedural matters where necessary before, during and after meetings.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the trust board.
- Inform the trust board of any changes to its responsibilities as a result of a change in status or changes in the relevant legislation.
- Advise the trust board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook).
- Offer advice on best practice in governance, including on committee structures both at trust board and academy level.
- Advise the trust board on best practice in relation to its scheme of delegation for governance.
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Advise on the annual business cycle of trust board meetings and tasks.
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of trustees taking on new roles, in particular chair of the board or chair of a committee.
- Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations.

Provide effective administration of meetings:

- With the chair and principal, prepare a focused agenda for the trust board meetings and committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association.
- Ensure meetings are quorate.
- Record the attendance of trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting.
- Draft minutes of trust board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

Membership:

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office, and the impact of this on the board's capacity and skills mix.
- Advise the trust board on the DfE's recommendations and guidance in relation to members and trustees.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of trustee pecuniary interests and ensure the record of trustee business interests is reviewed regularly and lodged within the trust and on the trust website.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is ~ appropriate to do so.
- Maintain a record of training undertaken by members of the trust board.
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the trust board on succession planning (of all roles, not just the chair).

Manage Information:

- Maintain up to date records of the names, addresses and category of trust board members and their term of office, and inform the trust 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 trustees 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.
- Maintain records of trust board correspondence.
- Ensure copies of statutory policies and other documents approved by the trust board are kept in the trust building and published as agreed, for example, on the website.
- Manage the flow of information from trust board to local academy committees and vice versa.

People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders.
- Oversee the clerking arrangements at academy committee level.
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

Personal Development:

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting academy governance.
- Participate in regular performance management.

Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the trust board is required to convene.
- Assist with the elections of parent and staff governors.
- Participate in, and contribute to the training of trustees in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the trust board, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees relevant to vacancies.
- Perform such other tasks as may be determined by the trust board from time to time.

Support for the trust

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the trust ethos, aims and development/improvement plan.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Other

- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Altus Education Partnership is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your terms and conditions are specified within your contract of employment.

Person Specification:

No.	CATEGORIES	Essential / Desirable	Assessed by:	
			App Form	Interview
SKILLS, KNOWLEDGE AND APTITUDES				
<i>The Clerk should be able to provide evidence of the following:</i>				
1	Excellent listening, oral, grammar and literacy skills	E	✓	✓
2	Experience of writing agendas and accurate concise minutes	E	✓	
3	ICT including keyboarding skills and use of email and the internet	E	✓	
4	Organising their time and working to deadlines	E	✓	
5	Organising meetings and co-ordinating people	E	✓	
6	Record keeping, information retrieval and dissemination of trust board/governing body data/documentation	E	✓	
7	Excellent verbal communication skills, particularly in front of groups and able to articulate well	E	✓	✓
8	Developing and maintaining contacts with outside agencies, e.g. Department for Education	D	✓	
9	Knowledge of trust board/governing body procedures	D	✓	

10	Knowledge of educational legislation, guidance and legal requirements	D	✓	
11	Knowledge of the respective roles and responsibilities of the trust board, Principal and the DfE	D	✓	
12	Knowledge of equal opportunities and human rights legislation	D	✓	
13	Knowledge of data protection legislation	D	✓	
QUALIFICATIONS & TRAINING				
14	Level 2 (GCSE A* - C) or equivalent in English	E	✓	
15	Already attended, or make a commitment to attend, the National Training Programme for Clerks or its equivalent	E	✓	
16	Evidence of continuing professional development and a willingness to undertake further training relevant to the post	E	✓	
EXPERIENCE				
17	Experience of working as a clerk to the trust board of a multi academy trust	D	✓	
18	Working in an environment where experiences include taking initiative and self-motivation	E	✓	
19	Working as a member of a team	E	✓	
PERSONAL ATTRIBUTES				
20	Ability to maintain confidentiality at all times and be a person of integrity	E	✓	
21	Ability to remain impartial	E	✓	
22	Have a flexible approach to working hours	E	✓	
23	Be sympathetic to the needs of others	E	✓	
24	Have an openness to learning and change	E	✓	
25	Have a positive attitude to personal development and training	E	✓	
26	Be able to confidently address groups of people and individuals	E	✓	✓
27	Excellent interpersonal skills	E	✓	✓
SPECIAL REQUIREMENTS				
28	Ability and willingness to work at times convenient to the trust board, mainly evening meetings	E	✓	
29	Ability to travel to meetings	E	✓	
30	Be available to be contacted at mutually agreed times	E	✓	
31	Have regular access to a PC, printer and internet facilities	E	✓	

