



## **JOB DESCRIPTION**

<b>Job Title:</b>	Clerk to Academy Committee, Excalibur Academies Trust
<b>Responsible to:</b>	Head of Governance/Governance Manager
<b>Job Purpose:</b>	Clerking support to Academy Committees
<b>Hours:</b>	110.5 hours per annum
<b>Salary:</b>	SCP 14 – 17

### **Main duties and responsibilities**

1. Attend and support meetings of the Academy Committee.
2. Work with the Chair and the Principal on the agenda and the supporting papers for each meeting at least 14 days beforehand
3. Liaise with those preparing papers to ensure that they are ready on time, upload the agenda and papers to meeting participants at least 7 days prior to the meeting
4. Ensure meetings are quorate
5. Record the attendance at all meetings; notify Chair of patterns of non-attendance
6. Take accurate notes from which to prepare minutes
7. Draft minutes of Academy Committee meetings, indicating who is responsible for any agreed action with timescales; send draft minutes to the Chair and Principal within seven days of the meeting for approval
8. Distribute approved draft minutes to all governors and the Trust
9. Follow up any agreed action points with those responsible and keep the Chair informed of progress
10. Maintain an electronic record of signed minutes of Academy Committee meetings
11. Ensure that the Chair and governors agree and publicise dates of future meetings

12. Ensure a suitable room is available for the meeting
13. Ensure that business interests are declared at each meeting
14. Support the governor visit days including the planning of dates, structure of the visit, feedback and stakeholder communication following the event
15. Maintain an up-to-date record of Governors' contact details, category of governor and term of office and inform the Academy Committee, Trust and Diocese (church schools only) of any membership changes
16. Ensure governor information on Get Information About Schools is accurate and up to date
17. To lead on and be responsible for the Parent Governor appointment process, including the advertisement of vacancies through appropriate media and, if necessary, the organisation of a ballot
18. To lead on and be responsible for the Staff Governor appointment process, including the advertisement of vacancies and, if necessary, a ballot
19. Support the recruitment of new governors and manage the composition of the Academy Committee to support succession planning including advising governors of expiry of their term of office before the term expires so elections or appointments can be organised in a timely manner
20. Governor panels – to take an active role in supporting panels as required by the Head of Governance/Governance Manager (disciplinary, suspensions/exclusions and complaints)<sup>1</sup>
21. A commitment to personal development to ensure you are able to advise on procedural matters where necessary during meetings.
22. Advise on sources of relevant legislation and information, as required.
23. Provide new governors with an induction pack including documents they require such as scheme of delegation, Academy Committee handbook, policies and procedures
24. To ensure all governors are provided with access to relevant training and maintain training records – liaising with the person responsible to ensure compliance
25. Support the two-way communication process between the Trust Board and the Academy Committee / ensuring tact and diplomacy at all times.
26. Distribute relevant communications from third party sources as required
27. Ensure that all new governors undertake the relevant checks including DBS within 6 weeks of appointment by providing details of their appointment to the relevant parties to perform the checks
28. Ensure governors complete their annual declarations including reading relevant policies, undertaking required training and participate in professional development opportunities.

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<sup>1</sup> Note these panels are not covered within the hours allocated to the Clerk and will be paid as additional hours

29. Ensure Governors sitting on panels for exclusions, complaints and grievance are encouraged to complete the required training courses
30. Circulate approved Governor reports to all governors
31. Ensure the Academy Committee contribute to policies in line with the Scheme of Delegation
32. Undertake statutory training annually & attend Clerk network meetings
33. Work in compliance with the code of conduct, scheme of delegation, Academy Committee handbook and trust policies and its commitment to equal opportunities
34. Ensure that output and quality of work is of a high standard and complies with current legislation
35. Provide ad hoc support to Chair as required
36. Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information
37. The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description.

### **Person specification**

Applicants will be required to meet / demonstrate the following specifications:

**Essential**

**Desirable**

**Qualifications**

5 A-C grade GCSE's or equivalent

Further or higher qualifications

Shorthand

Microsoft Office software applications

**Knowledge and experience**

Management of specific areas of work

Experience of governance

ICT literate

Minuting meetings

Experience of working in an educational environment

**Personal qualities**

Excellent communication skills

Good sense of humour

Excellent organisational skills

Positive outlook

High expectations

Initiative, self-start and motivation

Ability to work in a team and alone

Positive attitude to personal development and training

Tact and Diplomacy

**Other**

Role requires lone working

Evening work required

Driving licence and use of a car for work

*Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.*