

JOB DESCRIPTION

Employment Details	
Job Title	Clerk to the Local Governance Committee
Reports to	Governance Lead
Salary Band	WHF NJC L7-15

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> To provide advice and guidance to the Local Governance Committee (LGC) or a group of LGCs on governance, constitutional and procedural matters; ensuring they receive good administrative support A professional clerk will contribute towards the efficient and effective functioning of a Local Governance Committee by providing: <ul style="list-style-type: none"> Administrative and organisational support. Guidance to ensure that the LGC works in compliance with the Trust's regulatory framework and understands the potential consequences for non-compliance. Advice on procedural matters relating to the operation of the LGC
<ul style="list-style-type: none">

Responsibilities
<p>Organising meetings, hearings and appeals:</p> <ul style="list-style-type: none"> To prepare for and administration of meetings, allowing the LGC to make effective use of their time and focus on strategic matters To support the effective running of meetings by: <ul style="list-style-type: none"> Working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time Convening meetings and distributing papers as required Ensuring meetings are quorate, inclusive and well-structured Overseeing the voting for and recommendation of the Chair for appointment to the Trustees Recording attendance and apologies, taking appropriate action in relation to absences Taking minutes, indicating who is responsible for any agreed actions with timescales and circulate as agreed Publishing and filing draft and approved minutes and notifying all governors, the Headteacher and other relevant bodies within the timescale agreed with the board Following up on agreed action points with those responsible and informing the Chair of progress

Providing advice and guidance:

- To advise on governing duties and practice and LGC procedures
- To advise on constitutional requirements
- To advise on statutory guidance and policies
- To advise on annual tasks
- To advise on governor training and how to access it
- To access advice as appropriate
- To support in issue resolution

Administration and record keeping

- To support the Local Governance Committee in maintaining records of policies and procedural documents, ensuring these are accessible
- To maintain membership records, including contact details of LGC members, terms of office and informing the Governance Lead and Central Team of changes to membership details
- To advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity, diversity and skills mix
- To establish, in discussion with the LGC, open and transparent vacancy filling processes and efficient procedures for election and appointment
- To give procedural advice and assist with the management of governor elections
- To advise the board on succession planning for all LGC roles
- To collate, maintain and ensure correct publication of information about governors such as any pecuniary interests
- To maintain a record of LGC training
- To ensure DBS and other relevant checks are carried out on LGC members where appropriate
- To maintain records of board correspondence and to draft correspondence on behalf of the board
- To maintain the governance communication portal

Maintaining relationships and communication

- To build and maintain professional working relationships with the Chair, the LGC and school leaders
- To communicate on LGC matters outside of meetings
- To liaise on behalf of the LGC with the Governance Lead and Central Team, where appropriate
- To contribute to the coordination of learning and development opportunities for those involved in governance, including induction and CPD

Compliance

- To ensure meetings are quorate
- To ensure governance information is published on school websites
- To advise on data protection requirements, as directed by the Trust Central Team
- To oversee the LGC recruitment process in liaison with the Governance Lead. To coordinate safeguarding checks on LGC members
- To monitor the eligibility of LGC members to serve

- To notify of disqualifications and expiry of office
- To complete statutory registers and filing returns
- To keep up to date with current educational developments and legislation affecting school governance

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:

Issue Date:

Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Strong English and Maths skills (GCSE level and above) • 	<ul style="list-style-type: none"> • Further qualification in administration or governance

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience in administration • Strong literacy, numeracy and IT skills • Excellent verbal and written communication skills • Highly organised and able to plan effectively • Strong people and relationship-building skills • Advisory skills • Problem-solving skills • Time management skills, able to meet deadlines and competing demands • Personal integrity and a commitment to the principles of public life • A respect for confidentiality • Confidence and resilience – able to challenge where necessary • A commitment to professional development • A strong commitment to safeguarding, inclusion and EDI • Able to uphold the TWHF values 	<ul style="list-style-type: none"> • Experience of minute-taking at meetings • Experience of using Microsoft Teams and online filing portals effectively • Experience of Governors Disciplinary Committee meetings

Specialist Knowledge

Essential	Desirable
	<ul style="list-style-type: none"> • Knowledge of the school system – structures, accountability and funding • Knowledge of governance legislation, procedures and regulations relevant to the education • Knowledge of the core functions of a school LGC • Knowledge of the elements of effective governance and LGC practice •

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.

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