

## Job Description

### Clerk to the Trust Board

Hours of work: 175 hours over 52 weeks of the year  
Reports to: Chair of Trust Board / Governance Lead  
Band: Band 4

#### 1. Main Purpose of Job

Provide effective administrative support, and manage information effectively in accordance with legal and CMAT requirements.

#### 2. Key Tasks

##### Effective Administration of Meetings

- Liaise with the CMAT Governance Lead/Trust Board Chair who will provide a draft agenda.
- Send invitations to attend Trust Board meetings via Trust Governor to all Directors and the relevant Executive team members, at least 7 days ahead of the meeting.
- Liaise with CMAT Governance Lead to make sure papers are available on time, and distribute the agenda and papers via Trust Governor at least 7 days in advance of the meeting.
- Draft minutes of Trust Board meetings, indicating who is responsible for any agreed action with timescales. The draft minutes should be available to the Trust Board, CEO and relevant Executive team members on Trust Governor within 5 working days of the meeting.
- Circulate the reviewed draft to all Directors and relevant Executive team members within 10 working days of the meeting.

##### Manage Information

- Ensure that the Trust Board has access to the current CMAT Scheme of Delegation.
- Ensure that the Trust Board has access to the current CMAT/Diocesan Committee Terms of Reference, and the Summary of Roles and Responsibilities.
- Upload minutes and other documents to Trust Governor and engage in the use of standard formats as directed by the Governance Lead / Trust Board Chair.

##### People and Relationships

- Develop and maintain effective professional working relationships with the Governance Lead, CEO, Chair and members of the Trust Board, and Executive team members.

##### Personal Development

- Undertake appropriate and regular training/briefing sessions to maintain their knowledge and improve practice. Training/briefing sessions will be facilitated by the CMAT, and will be led by the Governance Lead / NRCDES.
- Participate in regular performance management.

## Additional Services

The Clerk may be asked to undertake the following additional duties:-

- Clerk any statutory appeal panels the Trust Board is required to convene e.g. Disciplinary, Grievance, Exclusions, Complaints
- Perform such other tasks as may be determined by the Governance Lead / Chair of the Board from time to time.

NB – should these additional services be required *in addition to* the above contractual hours, they would be remunerated through overtime.

## Specific Areas of Responsibility

- Clerks are responsible for the planning, organisation and prioritisation of their own work to meet set deadlines. The role is subject to national procedural guidance, but also CMAT guidance.
- Clerks need to use discretion and know when to seek further advice/support. They will have access to confidential or sensitive materials and must deal with this appropriately.

*The St Thomas Aquinas Catholic MultiAcademy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Clerk to the Trust Board

<b>Knowledge, Skills and Experience</b>	<b>Ess</b>	<b>Des</b>	<b>Evi</b>
A good standard of education including English and Maths (minimum of level 2 or equivalent experience)	Y		App
Recent experience of minuting meetings	Y		App/Int
Knowledge of governing body procedures		Y	App/Int
Knowledge of current educational developments and legislation affecting school /Trust governance		Y	App/Int
Experience of working with Microsoft packages including Teams, Word, Excel and PowerPoint	Y		App/Int
Previous governors clerking experience gained within a Multi Academy Trust/ schools or and education setting		Y	App/Int

<b>Interpersonal &amp; Communication Skills</b>	<b>Ess</b>	<b>Des</b>	<b>Evi</b>
Good organisational skills	Y		App/Int
Ability to prioritise workload effectively to meet deadlines	Y		App/Int
Excellent time management skills	Y		App/Int
Excellent communication and inter-personal skills	Y		App/Int
Ability to communicate effectively with all relevant stakeholders	Y		App/Int
Excellent problem-solving skills	Y		App/Int
Excellent literacy and written skills, including the ability to prepare meeting agendas and the ability to produce accurate and concise minutes	Y		App/Int
Ability to use initiative and work autonomously	Y		App/Int
Ability to maintain confidentiality	Y		App/Int
Proven tact and diplomacy skills	Y		App/Int

<b>Safeguarding</b>	<b>Ess</b>	<b>Des</b>	<b>Evi</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		Int