



<b>Faculty/Department</b>	<b>Governance/Central Team</b>
<b>Job Title:</b>	<b>Clerk to Local Governing Body</b>
<b>Grade:</b>	£150 per meeting
<b>Post Purpose:</b>	The postholder is responsible for providing effective administration and clerking services to Local Governing Bodies within 5 Dimensions Trust under the direction of the Governance and Compliance Manager.
<b>Accountable to:</b>	Governance and Compliance Manager
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Local Governing Body, including preparing agendas, minutes and action logs</li> <li>• Attend Local Governing Body Meetings in person</li> <li>• Accurately record minutes of meetings, capturing key discussions and decisions</li> <li>• Ensure that the governing body operates within legal and regulatory frameworks</li> <li>• Maintain and update records of governing body members, including contact details and terms of office</li> <li>• Ensure secure storage of confidential documents</li> <li>• Distribute minutes to governors promptly and ensure they are approved</li> <li>• Track and follow up on action points from meetings in liaison with Heads of School and Chair of Governors</li> <li>• Ensure documents are easily accessible for reference</li> <li>• Support with the induction process for governors ensuring relevant checks and training are completed under the guidance of the Governance and Compliance Manager</li> <li>• Attend meetings with the Governance and Compliance Manager as required</li> <li>• Provide clerking at hearings as required</li> </ul>
<b>Routine Tasks</b>	<ul style="list-style-type: none"> <li>• Ensure the circulation of agendas in liaison with Heads of Schools, Chairs of Governor and the Governance and Compliance Manager</li> <li>• Ensure all relevant documents are circulated in advance</li> <li>• Produce high quality, accurate minutes and action logs for each meeting</li> <li>• Provide advice to governors legal, statutory and compliance duties</li> <li>• Ensure accurate records of attendance are recorded</li> <li>• Maintain the pecuniary interest register for governors</li> <li>• Maintain accurate records of governor appointment and cessation dates</li> <li>• Ensure governors complete the appropriate training and maintain a training register</li> <li>• Liaise with governors to ensure that skills audits are completed regularly</li> <li>• Provide other administrative support to the governors and Governance and Compliance Manager as necessary</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> </ul>



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| <ul style="list-style-type: none"><li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li><li>• To contribute to whole School and Trust events as and when required.</li><li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li><li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li></ul> |
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*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**

**Job Description**



**PERSON SPECIFICATION**

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
GCSE Maths & English A*-C (or equivalent)	E	A
Clerking qualification	D	A/I
<b>Knowledge and experience</b>		
Experience of working in an administrative function	E	A/I
Experience of producing agendas and minutes and/or providing clerking services	E	A
Knowledge of Data Protection legislation	E	A/I
Knowledge of Governing Body procedures within a Multi Academy Trust	D	A/I
<b>Skills</b>		
Ability to work at pace with attention to detail with good listening and literacy skills	E	A/I
Excellent IT skills, including Microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Highly organised and ability to prioritise own workload	E	I
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Maintain confidentiality at all times	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I
Ability to attend meetings in the evenings and travel to meeting locations	E	I

A = Application  
 I = Interview  
 T = Task/Activity  
 R = References

I confirm that I have received a copy of the above job description for this role.

..... Date .....

Signature