



LEARNING ACCORD MULTI ACADEMY TRUST CLERK TO LOCAL GOVERNING BOARDS

Job Title: Clerk to Governing Boards

Grade: £112 per meeting

Department: Compliance and Governance

Accountable to: Governance Professional

Contractual Terms: Casual / fixed term contract

Responsible for: N/A

Overall Purpose of the Job:

The role will provide administrative support to the Trust's PA and Governance Professional and Local Governing Bodies (LGB). You will offer advice on good governance processes and procedural issues, whilst ensuring compliance across this area.

Key Duties and Responsibilities:

1. Provide effective and efficient administrative support under the guidance of the PA and Governance Professional, to include, but not limited to: producing, collating and distributing all LGB board documents in a timely manner.
2. To advise all Trust governing boards on legislative and procedural matters.
3. Attend all allocated LGB meetings
4. Produce draft minutes for approval within agreed deadlines, circulating agreed minutes promptly.
5. Maintain up to date records of the membership of the governing boards including dates of appointment, terms of office, DBS renewal dates and personal details, communicating changes in details as necessary.
6. Maintain a Register of Business Interests across all Trust schools, ensuring it is reviewed on an annual basis and in line with Trust policies.
7. Maintain a record of training undertaken by Governors and Trustees.
8. Monitor attendance of meetings and refer to the Trust's PA and Governance Professional on absences as necessary.
9. Manage conflict of interests.



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10. Support the induction of new Governors and Trustees to ensure they have all relevant documents and understand the role.

Other duties:

- To ensure that all information is recorded and stored according to legislation and good practice.
- To be aware and comply with all policies and procedures, not limited to Safeguarding and Child Protection, GDPR and Health and Safety.
- To contribute to the overall ethos of the Trust.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To attend and participate in training and other learning activities as required.

Additional Information

- Undertake any such duties commensurate with the post as directed by the CEO/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trusts responsibilities towards safeguarding.

As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance with this regulation and any associated data-related legislation.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job D = Not essential to undertake the role but would be beneficial A = Application Form I =

Interview/Assessment process

Criteria		E/D	How Assessed
Qualifications	· The role requires a minimum of 5 GCSE's Grade 4-9 (A-C), or equivalent, including Maths and English.	E	A
	· Level 3/A Level qualification or equivalent clerking or administration course.	D	A



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Experience	<ul style="list-style-type: none"> · Relevant experience of minuting meetings, committees or hearings. · Evidence of working in an environment where experiences included taking initiative and self-motivation as well as team work. · Experience of maintaining effective and accurate administrative systems. 	E E D	A I I
Knowledge	<ul style="list-style-type: none"> · Some detailed knowledge of processes and practices relevant to the role. · Practical level of knowledge of statutory duties in relation to relevant legislation. · Good detailed knowledge of Data Protection legislation. · Good and current knowledge of academy governance legislation. · Knowledge of the respective roles and responsibilities of the Board of Trustees, Governing Body and Headteacher(s). 	E E E D D	A A A I I
Planning	<ul style="list-style-type: none"> · Excellent attention to detail and accuracy. · The role requires creative or judgemental skills; where there is some need to interpret information or situations and to solve straightforward problems. 	E D	I I
Empathy	<ul style="list-style-type: none"> · The role requires some understanding of the needs, beliefs and desires of others. 	E	I
Communication	<ul style="list-style-type: none"> · The role requires good interpersonal skills to be able to exchange orally or in writing information to inform others, including colleagues, students, parents, carers and members of the public. · The post holder will have developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action. · Ability to translate complex information into easily understood language. 	E D E	A/I A I
Skills	<ul style="list-style-type: none"> · Exceptional administrative skills. · Keyboard skills are integral to the role where there is considerable demand for precision and speed. 	E D	A/I I
Initiative	<ul style="list-style-type: none"> · The role involves working within recognised procedures. · Ability to use initiative when appropriate. 	E E	A A/I
Personal Qualities	<ul style="list-style-type: none"> · Commitment to equal opportunities. · An interest in educational issues. 	E E	A I



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Physical Resources: The post holder has some responsibility for the care, accuracy, confidentiality and security of information.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required

Additional Information

The duties and responsibilities highlighted above are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.