

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Trust Governance Professional (Clerk)
Reporting to	Company Secretary
Hours	10 hours per week for 40 weeks per year
Grade/Point	D8 to D12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To provide advice to the Trust board and its individual members on governance, constitutional and procedural matters, ensuring the board meets its statutory requirements. Legislation introduced by the Department for Education in 2013 requires boards to have regard to advice from the governance professional with regard to exercising their functions.
- To provide administrative support to the Trust board, committees and individual trustees and governors to facilitate effective and efficient meetings and strategic governance. To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit through an accurate record of governing board challenge, actions and decisions via concise and accurate minutes.
- To manage information effectively and in accordance with legal requirements, observing confidentiality where necessary.
- To facilitate and co-ordinate the induction process for new Trustees and promote training, succession planning and recruitment based on the skills required to fulfil the Trust Board's three key roles.
- To oversee the Trust's policy tracker and to trigger reviews as and when required, ensuring a draft version is ready to be presented to the relevant committee for approval with final ratification by the Trust board.
- To manage the stage 3 complaints and review of exclusion committee process as they are received, to include meeting attendance and minuting proceedings.
- To follow the requirements set out in the Department for Education Clerking Competency Framework.
- Assess facts, opinions and situations accurately and exercise sound judgement, remaining objective and neutral at all times and be the 'constitutional conscience' of the board. This is essential when holding panel meetings.
- Have the ability, knowledge and confidence to challenge and intervene. A specific example might be to ensure trustees have attended safer recruitment training before serving on an appointment panel or to ensure that governance colleagues follow their policies and/or seek professional advice.
- Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills and expertise.
- The role may require travel to Trust educational settings and offices.

Main Duties and Responsibilities:

- To provide routine administrative support such as setting agendas, filing and creation of reports and other documents as required. In the role of administrator, the clerk will support the work of the board, its committees and individual trustees and governors through planning, preparation, research and administration.
- Act as the first point of contact for trustees governors and advocates needing information or advice relating to their statutory functions. Research or signpost to answers, including seeking advice from third party organisations. (Department for Education, National Governors Association, DMAT Executive or Company Secretary, Trustees.)
- Advise the trust board, committees and individual members on governance legislation, constitutional, legal and procedural matters where necessary before, during and after meetings.
- Advise the trust board and committees on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process, to include attending the hearing to provide advice and accurately minute the proceedings
- The clerk will be responsible for managing all resolution committees e.g. complaints and exclusions, collating and distributing the paperwork to all relevant parties inside the statutory deadlines and providing accurate minutes of the hearing.
- The clerk will establish and maintain good communication systems for all layers of governance, in accordance with legal requirements; develop and maintain positive working relationships, observing confidentiality where necessary
- Receive, record and distribute incoming correspondence on behalf of the governance team as required. Ensure that guidance on new legislation is disseminated to appropriate stakeholders and used to inform stakeholder meetings. Use agreed channels of communication and ensure that communication is effective and 'fit for purpose'.
- Promote governor training. In this role the governance professional will assist to identify skill gaps and training requirements and cater for future needs through succession planning
- Co-ordinate a regular skills audit to identify training requirements for both the Trust Board and Local Stakeholder boards and then ensure that these training needs are addressed.
- Advise the governing board and committees on the process and procedure for the election of the chair (and vice chair)
- Advise trustees and governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Maintain an accurate record of membership of the Governing Board; advise the board on the expiry of terms of office, potential vacancies and the necessary succession planning for all roles.
- Maintain key compliance information for the governance layers, including the update of statutory records and publication of approved minutes and reports on the appropriate platforms. (Single central record, GIAS, Trust website etc).
- Manage the recruitment of governance colleagues at all layers, in compliance with process. Actively manage recruitment advertising and develop creative ways to approach potential governance colleagues.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct

- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • NVQ Level 3 in Business • Administration or equivalent experience • Demonstrate a willingness to attend training and development opportunities 	
Experience	<ul style="list-style-type: none"> • Experience of taking initiative and self-motivation • Evidence of working as a member of the team 	<ul style="list-style-type: none"> • Evidence of relevant personal and / or professional development
Skills	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • Ability to organise time and work to deadlines • Using the internet to access relevant information • Ability and willingness to work individually, using own initiative • Ability to work in an organised and methodical manner • Ability to work as a team member • Professionalism at all times 	<ul style="list-style-type: none"> • Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes • Experience of writing agendas and accurate, concise minutes • ICT including keyboard skills • Developing and maintaining contacts with outside agencies e.g. NGA, CST • Knowledge of educational legislation, guidance & legal requirements • Knowledge of the respective roles and responsibilities of the governing board, head and the ESFA & the DfE • Awareness of data protection legislation to handle information securely in a confidential and impartial manner • Experience of organising meeting • Experience of record keeping

Personal Qualities	<ul style="list-style-type: none"> • Demonstrate & maintain integrity, impartiality and confidentiality • Have a flexible approach to working hours • Ability to demonstrate commitment to equal opportunities • Have good interpersonal skills • Have an openness to learning and change • Be sympathetic to the needs of others • Ability to work at times convenient to the governing board, including evenings • Available to be contacted at mutually convenient times 	<ul style="list-style-type: none"> • Experience working with volunteers
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....