

Job Description

Post title: Clerk to the Board of Trustees and Lead Clerk

Grade: Fixed Point - £35,000 FTE per annum

Reports to: Diverse Academies Trust (DAT) and National Church of England Academy Trust (NCEAT) Chair/Chief Executive in relation to Board matters and Business Leader - Governance) in relation to Diverse Academies corporate responsibilities

Position: Term time only, 22.5 hours per week

Purpose of the Post

High quality advice and guidance in addition to professional clerking is crucial to the effective functioning of the board. Clerking is not only about good organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.

Main Duties and Responsibilities

- Act as Clerk to all meetings of DAT, NCEAT, Diverse Academies Partnership Board and its Board Committees setting draft agendas, producing minutes, liaising and coordinating the work of the Boards and related sub-committees.
- Provide confidential, high quality administrative support to the Diverse Academies Trust (DAT) and National Church of England Academy Trust (NCEAT) Boards, the Chief Executive Officer and other members of the corporate team.
- Guiding the chairman and board on their responsibilities under the rules and regulations to which they are subject to and on how those responsibilities should be discharged.
- Working flexibly to accommodate some evening work, liaising with Chair/Chief Executive to confirm attendance requirements.
- Comply with relevant legal, regulatory and governance statutory requirements, specifically but not limited to ESFA and Charities Commission
- Liaise with the CEO, Chair of the Board And Business Leader for Governance to recruit new Members and Trustees and ensure an induction process is in place.
- Liaise with external advisers such as auditors and solicitors, and arrange meetings on behalf of the Board where necessary
- Co-ordinate the content, publication and distribution of the annual report and accounts and other governance reports and ensure deadlines are met
- Be the liaison between staff and Trustees and foster relationships communication between the Trust and all relevant stakeholders.
- Act as a signatory on behalf of the board. For example, to sign leases or, more generally, on the bank account, BACs payments and statutory documents.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Handle internal and external enquiries for the Chair and Trust members, making decisions with regard to the importance of the matters. Ensure all issues are dealt with quickly and efficiently, referring urgent matters to the Chair or Chief Executive as appropriate.

- Line manage all clerks in the organisation
- Be accountable for the provision of high quality 'Clerking Services' to all other Academies within Diverse Academies by recruiting and managing suitably qualified staff, and taking responsibility for their training and performance.
- Be responsible for and work within the allocated budget relating to clerking and governance expenditure.
- Put mentoring programmes in place and quality assure these
- Ensure the Trust governance structure is embedded and embraced in all academies through liaison with the Business Leader for Governance, Clerks, Chair of Governors and Principals
- Deal with any relevant correspondence and filing.
- Take minutes at other related meetings as required and ensure clerks are fully trained to clerk and minute Discipline/Admissions/Complaints meetings
- Cover for clerks when they are unable to attend meetings wherever possible.
- Ensure EfA database and all governance requirements for websites is up-to-date and compliant.
- Ensuring good information flows within the board and its committees and between senior management and non-executive trustees, as well as facilitating induction and assisting with professional development as required.
- Disseminate new policy/procedure/advice from government agencies to clerks/academy committees to ensure compliance
- Maintain the Academy Committee and Trustee governance handbook
- Develop and maintain a Clerk's handbook.
- Contribute towards the development of each role by implementing rigorous and effective strategies for self-review, planning and continuing professional development.

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Minimum GCSE A* - C in English and Maths	✓		Application form
Relevant work experience of at least two years.	✓		
Experience, knowledge and understanding			
Recent experience of working in a busy office environment	✓		Application form / Interview / References
Previous experience of working in an administrative role	✓		
Have an in-depth knowledge of statutory Board requirements including Companies House regulations, statutory returns and the process for filing them	✓		
Understanding/previous experience of both company secretary and clerking duties/responsibilities	✓		
A willingness to undertake further training and professional development	✓		
Experience of minuting meetings.	✓		
Experience of setting meeting agendas.	✓		
Experience of presenting papers to groups of people.	✓		
Experience of advising on relevant procedural issues.	✓		
Previous experience of working in an educational environment		✓	
Personal attributes and qualities			
Accuracy and attention to detail	✓		Interview
Adaptable and flexible approach and able to balance conflicting demands	✓		
Committed to providing a high level of service	✓		
Excellent communication skills both written and verbal	✓		
Good organisational and time management skills	✓		
Ability to work flexibly, cope with pressure and deliver to tight deadlines	✓		
High level of integrity to maintain confidentiality of information	✓		
Commitment to quality and continuous improvement	✓		
Good team player	✓		
Be able to work independently	✓		
Good presentation skills	✓		
Willingness to work outside of normal office hours as necessary to fulfil the role	✓		
Ability to prioritise.	✓		
Approachability and patience.	✓		
Previous experience of working in a school environment		✓	

Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire	✓		
Flexibility to work across Academy sites and support events as required.	✓		
Work in compliance with the Codes of Conduct, Regulations and Policies of DALP and the individual Academies, and their commitment to equal opportunities	✓		
Be responsible for own safety and not endanger that of colleagues / visitors to the workplace.	✓		

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chair of the Trust Board in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.