



Twyford Church Of England Academies Trust

"I have come that you might have life &
have it to the full" John 10 v10

Job Description

Job Title:	Clerk to the Trust (term time only) fixed term Maternity Cover
Grade:	Grade 6 – Grade 7 depending on experience and qualification <i>See page 4 for salary information</i>
Line Manager:	Operations Manager
Accountability Relationship:	Chairs of Governors/Directors
Supervisory Responsibility:	None
Hours:	Full/part time (28-35 hours per week, depending on the post-holder, and as agreed at interview); term time only (40 weeks/year). At times convenient to the Operations Manager and the Governing Body, including evenings. Potential for additional hours.

Main purposes of the job

To provide effective administrative support to all internal and external clients including the Board of Directors, Governing Bodies and committees by assisting the Operations Manager with the following:

- Providing effective administrative support to TCEAT, its' Members, Board of Directors and sub-committees, external clients and the meetings thereof as directed.
 - Maintaining Trust and Committee membership information in accordance with legal requirements at the direction of the Operations Manager
 - Managing the processes for new and retiring Members, Directors and Governors.
 - Providing effective administrative and organisational support to the Operations Manager, Chair of Directors and Chairs of Governing Bodies and such sub-committees as required and directed.
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Main responsibilities and tasks

1. **To assist the Operations Manager to provide effective administrative support to the TCEAT, its' Members, Board of Directors and sub-committees, external clients and the meetings thereof as directed.**
 - To ensure the provision of effective administrative support to meetings of the Trust Boards and all of its committees including Local Governing Bodies. This involves preparing agendas, documents and reports for meetings, typing minutes and reports, and ensuring timely circulation of all papers relating to meetings (as approved, and to meet prescribed deadlines).
 - To attend meetings as directed, with the necessary documents to enable proper functioning of

the meeting. This will require attending evening meetings, as well as attendance at daytime meetings.

- To ensure accurate minutes of the meetings are taken – to include the recording of key questions, responses, decisions, actions and timescales.
 - To type or confirm accuracy of minutes taken and typed by others and circulate accurate minutes of the meeting, ensuring approval from the Headteacher and Chair of the meeting. To circulate the final minutes in accordance with governance requirements and timelines.
 - To assist in notifying absent governors of the date of the next meeting.
 - Annually, in the autumn term, and as required, to take the Chair initially at meetings in order to give procedural advice concerning the election and to conduct proceedings for the election of Chair.
 - To keep the record of the minutes up to date with the latest meeting minutes as an archive record. To publish approved non-confidential minutes on the school's website and ensure a record of confidential minutes is retained for the governing body only.
2. **At the direction of the Operations Manager, to assist in maintaining Trust and Committee membership information in accordance with legal requirements.**
- To maintain a secure record of confidential data on Governing Body membership at school complying with the Data Protection Act.
 - To be proactive in challenging any membership discrepancy or anomaly that affects the ability of the governing body to be seen to be acting within its legal framework, as required by DfE regulations.
 - To maintain a record of individual Governors' attendance and in liaison with the Chair to be able to implement the procedure for disqualification for non-attendance (lapsing) and inform the Governing Body as appropriate.
 - Ensure that a Register of Interests is maintained for each Governor and reviewed annually; this Register should be held in the school.
 - To ensure that appropriate safeguarding checks have been carried out as and when appropriate on each Governor.
3. **To assist in the processes for new and retiring Members, Directors and Governors as required.**
- To alert the Chair of the Board of Directors and of Local Governing Bodies of any forthcoming resignations/appointments and to support the Headteacher and Managing Body in the election and appointment of suitable Directors and Governors where vacancies exist.
 - To notify the LA School Governance Unit of any changes in LA governors.
 - To support new Members, Directors and Governors in accordance with the agreed policy of the Trust.
 - To issue appropriate membership letters, including welcome packs to newly elected and appointed Governors, and relevant forms including legal declarations and appropriate induction /mentoring programs for all new members, Directors and Governors.
 - To assist in seeking nominations for the roles of Chair and Vice Chair to all Governors, if required by the Governing Body.
4. **At the Direction of the Operations Manager, to provide effective administrative and organisational support to the Operations Manager / Chair of Directors/Governors.**
- To receive correspondence on behalf of the Trust and to liaise with the Chair of Directors and committee chairs to ensure the necessary and appropriate action is taken, producing correspondence on behalf of the Governing Body if required.
 - To safeguard at all times all confidential information, both at school and whilst working remotely, including information stored on home computers, laptops, portable memory devices and hardcopy presentations.

- To assist in the arrangement of Directors and Governor visits to School, and associated documentation.
5. **General duties**
- To be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
 - To participate in personal development, including training, other learning activities and routine 1:1's and annual performance reviews, as required.
 - To undertake broadly similar duties, commensurate with the level of the post, as directed by the Operations Manager.

Key measures of success

- Positive feedback from the Operations Manager and Chair of the Directors/Governors
 - 100% compliance with legislation and regulatory frameworks
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Signatures

Signature of Manager: _____ Date: _____

Signature of Post-Holder: _____ Date: _____

Person Spec

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade (or equivalent) or higher in English and Maths, or equivalent NVQ level 2	✓	
A Levels	✓	
University degree		✓
A secretarial, clerking, company secretary or legal qualification		✓

Knowledge and Experience	Essential	Desirable
Ability to type 50 wpm	✓	
Experience of the workings of school governing bodies		✓
Familiarity with rules and regulations concerning school or academy governance		✓
Intermediate or advanced MS Office user	✓	
Ability to follow protocols and regulations	✓	
Previous experience of meeting administration and / or minute taking	✓	
Experience of administrative procedures	✓	

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Flexible – able to attend evening meetings which may last longer than planned	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Ability to work as part of a team and independently	✓	
Excellent attendance and punctuality	✓	
A commitment to the ethos and values of the Trust	✓	

Key Terms and Conditions

Pay:

Grade commensurate with experience. Salary is pro-rated for term-time only (pay is for 47 weeks: 40 term time week + 7 weeks annual leave entitlement). The pro-rated salary is paid in 12 equal monthly payments across the year.

The Full Time Equivalent salary for Grade 6 points 18 - 20 is £27,389 - £28,356

The **pro rata salary for term time only** (35 hours per week) is £24,755 - £25,629

The Full Time Equivalent salary for Grade 7 points 23 - 25 is £29,907 - £30,852

The **pro rata salary for term time only** (35 hours per week) is £27,031 - £27,885

The salary will also be dependent on the number of hours per week, and a further pro rata calculation is made for a working week of less than 35 hours.

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Term-time only: this is a 40 week (200 days)/year contract. This includes between 190-195 teaching days, with the additional days (up to 200) to be worked as directed by, and discussed with, the Operations Manager

Hours of work:

The working week is 28 - 35 hours, depending on the new post-holder and as agreed at interview. Days and hours of work will vary and will include evenings. Additional hours may sometimes be available.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.