



START DATE: Asap

LOCATION: Romsey*

Clerk to Governors (Romsey LGB & 2 Trust Committees)

INFORMATION PACK



The
Gateway
Trust

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Key Information	
Post Title:	Clerk to Governors (Romsey Local Governing Body & 2 Trust Committees (ARC and GCS))
Place of Work:	The Gateway Trust Office, Romsey*
Pay Range:	Grade E (£32,149 - £35,241 FTE) £4,471.45 - £4,901.50 Actual Actual salary dependent upon experience
Working Hours, Days & Weeks:	The salary has been averaged out at 6 hours per week for 39 weeks per year (total of 234 hours per year) which allows time to cover all meetings and associated training, however the work will not be evenly distributed due to the nature of the role. Meetings are normally held on Tuesday and Thursday evenings from 5pm to 7pm. Current scheduled Romsey LGB meetings are - 16/1/25, 13/3/25, 1/5/25, 3/7/25
How To Apply:	Applications via "MyNewTerm"
Line Manager:	Chair of Trustees/CEO
Team:	Governance Team
Start Date:	Asap
Closes:	Noon, 24 January 2025
Interview:	TBC

<p>Gwennan Harrison-Jones, CEO</p> <p>For more informal information about the role.</p>	<p>CEO@gatewaytrust.org</p>
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<p>Claire Twyman, HR Director</p> <p>For information and support with any applications or documentation</p>	<p>jobs@gatewaytrust.org</p>
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***This post is based at The Gateway Trust office, The Romsey School however there may be flexibility needed as part of this post to work in other schools within the Trust if required. Some time working from home may also be possible.**



A MESSAGE FROM THE **CEO**

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy, Cams Hill School, Foundry Lane Primary School and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Gateway Trust Office, The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is a trust based on values underpinned by the 'common wealth' of working collaboratively to positively impact on young people and our communities. Whilst our Trust provides 'top cover', support, reassurance and guidance each of our schools is unique and serves its own community with autonomy, character and attention to detail. It is a trust focussed on its people...because it is the people that make a place.

Gwennan Harrison-Jones



Advertisement

The Gateway Trust are currently seeking to appoint a Clerk to provide effective administrative support to the Romsey School Local Governing Body and 2 Trust Committees (Audit & Risk Committee and Gateway Central Services). Working in partnership with our Chair of Trustees, LGB Chair, Governors and Headteacher, your key responsibilities will include:

- scheduling meetings and preparing agendas
- taking and distributing minutes
- providing administrative, procedural and legislative support to the Local Governing Body

These meetings are held in term time, largely on a Tuesday and Thursday evenings from 5-7pm. While the meeting dates are set in the calendar, the wrap around admin support can be done flexibly around the scheduled meeting times. The salary has been averaged out at 6 hours per week for 39 weeks per year (total of 234 hours per year) which allows time to cover all meetings and associated training, however the work will not be evenly distributed due to the nature of the role. There may be a requirement to work additional hours occasionally during the year to cover any adhoc meetings or panels. These will be paid as overtime.

We are looking for candidates who:

- Can take accurate minutes and maintain efficient record keeping systems
- Has experience of writing agendas and servicing meetings
- Can manage their own time effectively
- Is comfortable chasing busy people to ensure deadlines are met
- Is highly organised with good attention to detail
- Has excellent admin, communication and IT skills
- Is confident in taking the initiative to find relevant information on behalf of the Governing Body
- Has a willingness and flexibility to work at times convenient to the governing board
- Can remain impartial and maintain confidentiality at all times

(Please see Person Specification and Job Description for further details).

In return, The Gateway Trust will provide you with:

- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers
- Discounted lunches from our excellent in house kitchens on our School Sites
- Access to an Employee Discount for our on-site nursery, Little Sunlights
- On-site, free staff car parking

We would love to hear from you if you are an experienced Clerk or Governance Professional, or if you are someone who can offer the key skills and experience required and would be excited to learn and develop in the role.

Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.



Job Description

Principal Purpose:

To provide advice to the governing body on governance, constitutional and procedural matters. To Provide effective administrative support to the governing body and its committees. To ensure the governing body is properly constituted and to manage information effectively in accordance with legal requirements

Role Specific Duties and Responsibilities:

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.
- Act as the first point of contact for governors and/or cluster board members with queries on procedural matters.
- Inform the LGB of any changes to its responsibilities because of a change in status, any changes in the relevant legislation or changes to Trust policy and procedure.
- Advise the LGB on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academies Financial Handbook).
- Offer advice on best practice in governance.
- Advise on the annual calendar of governing body meetings.
- With the chair and headteacher, prepare a focused agenda for governing body meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Record the attendance of governors at meetings.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and headteacher.
- Copy and circulate the approved draft minutes to all governors within the timescale agreed with the governing body.
- Co-ordinate and clerk at Staff Disciplinary Hearings, Student Exclusion Panels and Parent Complaint Hearings, as and when required.
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Send new governing board members induction materials and ensure they have access to appropriate documents and meeting management systems, including any agreed Code of Conduct.



Job Description

- Contribute to the induction of governors taking on new roles, in particular chair of the governing board.
- Identify priorities, anticipate issues which may arise draw these matters to the chair's attention and propose recommendations
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Safeguarding, SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain a register of governor pecuniary interests.
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website.
- Liaise with Clerks/Governance Professionals from other schools within the trust for support and consistency.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Perform other related duties as assigned.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of the trust provided they are consistent with the nature of the post.

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the schools and the central Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Chair of Trustees/ Chair of LGB/Headteacher/CEO.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.



Person Specification

	Essential:	Desirable:
Qualifications	<ul style="list-style-type: none"> GCSE's or equivalent to Grade A-C in Maths and English 	
Experience	<ul style="list-style-type: none"> Experience of carrying out a wide range of administrative tasks, including organising committees or other working groups, minute taking / servicing of meetings, record keeping, filing 	
Skills/Knowledge/Abilities/Requirements:	<ul style="list-style-type: none"> Excellent IT skills. The ability to multitask, prioritise workload and to keep calm under pressure. Ability to deal with confidential and sensitive information with tact and applying data protection and data sensitivity at all times. Willingness to attend appropriate training and development. Able to work at times convenient to the governing body, including evening meetings. Able to travel to meetings. Available to be contacted at mutually agreed times. 	<ul style="list-style-type: none"> Knowledge of governing body procedures Knowledge of educational legislation, guidance and legal requirements Understanding of the key themes of national, local and academy education context Understanding of the importance of adherence to and promotion of a school's internal procedures Knowledge of data protection legislation and GDPR
Key Competencies:	<ul style="list-style-type: none"> Effective, confident communicator with good interpersonal skills. Excellent organisational skills and high attention to detail. Excellent time management with a proven ability to meet deadlines. Proactive, motivated and process driven. 	



SAFER RECRUITMENT

The Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. TGT is an equal opportunities employer.

GDPR

You should be aware that the information you have provided will be stored on TGT's secure database and will only be used to process your application. It will not be passed to any other organisation.

PRIVACY NOTICE

The Trust collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the Trust. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy. You can contact the Trusts Data Protection Officer if you have a concern about the way they collect or use your data.



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