

# **Job Description**

# **Panels Clerk**

**Responsible to:** Governance Manager

 Chair of Board/LGB

**Grade:** Grade 9 pay point 23

Holiday pay is paid in line with 5.6 weeks minimum entitlement

**Hours:** Zero Hours

**Contacts** Governance Manager

 Chair of Board/LGB

 Board/LGB Members

 Other PFMAC Clerks

 School Office Manager/Business Manager

 Parents

**Contract Type:** Casual

## **Overview**

**The Pope Francis Catholic Multi Academy Company (PFMAC) in the Archdiocese of Birmingham currently comprises eleven Catholic schools in Oxfordshire, two secondary and nine primary schools. The PFMAC has responsibility for the educational outcomes of over 3000 pupils and the management of Finance, HR and Operations for its schools.**

## **Brief summary of role**

To providing clerking and professional governance advise for Complaints and Pupil Exclusion Panels. Additional clerking support for Admissions Appeals and Staff Disciplinary panels may also be required.

**Key responsibilities**

* Convene panels as required, liaising with school staff and governors.
* Prepare documentation pack for hearing, ensuring GDPR compliance
* Liaise with complainants/parents
* Attend panel hearings, provide advice regarding the process, record accurate minutes, advise panel members of the outcome
* Complete all post hearing paperwork

## **Continuous professional development**

* Attend meetings with the Governance Manager as necessary
* Keep up to date with current educational developments and legislation affecting school governance
* Undertake regular safeguarding training

## **PFMAC Ethos**

In addition to the specific responsibilities of this post, every member of staff within the PFMAC will commit to:

* Promoting courteous and respectful relationships with students at all times
* Working to maintain the PFMAC at the forefront of educational practice
* To support the Catholic ethos of the PFMAC
* To support the PFMAC in meeting its legal requirements for worship
* To continue personal development as agreed and ensure attendance at Diocesan inset provision.

## **Notes**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees are expect to contribute to the overall ethos/work/aims of the organisation.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* Employees are expected to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* The PFMAC will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

October 2024

# **Selection Criteria**

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| **Educational achievements, Qualifications, Training and Knowledge:** |
| ***Essential***• Fully conversant with Microsoft office software including Word***Desirable***Experience of using GovernorHub |
| **Experience:** |
| ***Essential***• Experience of taking precise, accurate minutes• Proven administrative and organisational abilities |
| **Job related aptitude and skills:** |
| ***Essential***• Excellent literacy skills including spelling• Excellent presentation skills• Excellent communication skillsKnowledge of complaints and pupil exclusion legislation and panels requirements. |
| **Personal qualities:** |
| ***Essential***• Ability to work with diplomacy and tact, showing a respect for confidentiality• Flexible approach to tasks and an ability to use initiative• Commitment to continuing personal development |
| **Special Requirements:** |
| ***Essential***• Access to computer and e-mail facility• Ability to travel independently to different locations within the county |
| **Equal Opportunities:** |
| ***Essential***\* Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  |

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| **Experience:** |
| ***Desirable***• Experience as a clerk to a governing body or an understanding of school governing body work |