



## Candidate Recruitment Pack

# School Clerk Unity Education Trust

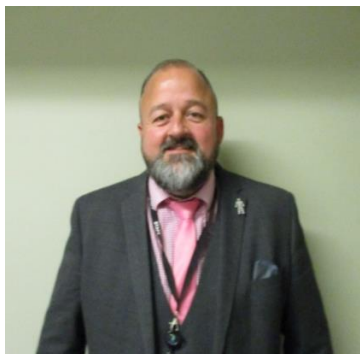
Applications considered upon receipt

[www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

[hr@unityeducationtrust.uk](mailto:hr@unityeducationtrust.uk)

## A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

# Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

## Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

## Specialist

Pathfinder School –  
Brooklands, Danby Wood, Douglas Bader,  
Hooper Lane, Brooklands, Rosebery

Compass –  
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

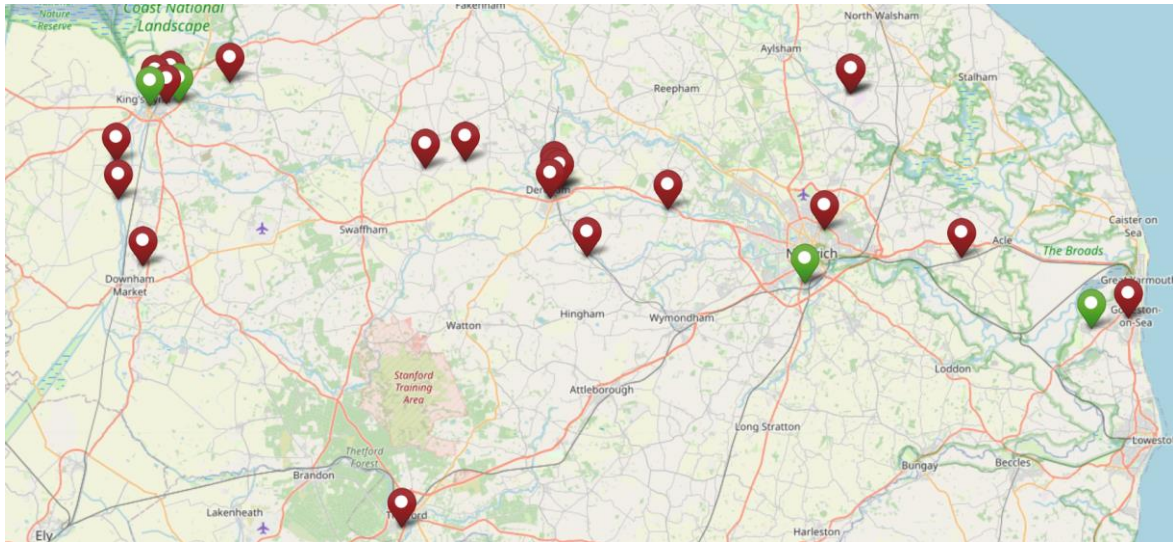
The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

# Our Schools



# Underpinning principles



## Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



# Job Description

## School Clerk

### JOB DESCRIPTION

<b>Job Title</b>	<b>School Clerk</b>
<b>Location</b>	<b>Unity Education Trust</b>
<b>Grade</b>	<b>F</b>
<b>Responsible to</b>	<b>Head of Services</b>
<b>Effective Date</b>	<b>December 2023</b>
<b>Role and Context</b>	
<b>Job Purpose</b>	<p>To work effectively with the Headteacher and Head of Services.</p> <p>To co-ordinate and clerk Academy Stakeholder Committees (ASC), exclusion appeals, complaints and staff investigation meetings including:</p> <ul style="list-style-type: none"> <li>• providing independent, effective and efficient procedural advice and guidance to support ASC's and Panel Meetings.</li> <li>• providing guidance to the committee members on points of order, legal or other issues</li> <li>• Advising the ASC, on their roles and responsibilities as appropriate</li> <li>• Managing information effectively to TOR deadlines</li> <li>• Maintaining an accurate record of the proceedings, attendance and voting outcomes and the ASC's decisions and any action points which need to be followed up.</li> </ul>
<b>Other Job Information</b>	<p>Clerks should:</p> <ul style="list-style-type: none"> <li>• Be available to work at times convenient to the ASC which can include evening meetings</li> <li>• Ability to travel to venues not accesible on public transport throughout Norfolk</li> <li>• Have familiartry with the use of office equipment and the ability to be contacted by telephone / Microsoft Teams at mutually agreed times.</li> <li>• Be prepared for home working.</li> </ul>

## Principal Accountabilities

1. To recruit Governors to AC's in line with UET approved appointment processes.
2. To work effectively with the Head of School and headteacher before the ASC meeting to prepare an agenda focusing on capturing Stakeholder views to a prearranged schedule, all agenda papers are produced on time. Agenda and papers to be issued 7-10 days before meetings.
3. To develop an annual meeting schedule and ensure Link Trustee are advised of this meeting schedule, to provide Trust updates and ensure these are communicated effectively to ASC members and to advise HOS of any update changes.
4. Prepare minutes of ASC meetings, indicating who is responsible for any agreed actions. Record decisions accurately and objectively with timescales for action. Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions.
5. Maintain copies of current terms of reference and membership of committee ensuring ASC meeting attendance records are kept and the ASC is advised of non attendance of governors.
6. Ensure ASC members complete all mandatory and statutory administration and training annually. Provide returns to Company Secretary.
7. To support ASCs to provide an annual governance statements for Board Review.
8. Co-ordinate panel meetings where required.
9. To familiarise themselves with the appropriate paperwork for panel meetings and where applicable seek clarification from Head of Services as required.
10. To advise panels on all procedural matters but not to take part in their decision making role.
11. To meet and greet all meeting attendees and ensure they understand proceedings and answer any questions about how meetings are conducted.
12. To maintain detailed panel minutes which clearly and accurately record all proceedings/meetings and which can be used to provide parents/guardians with concise and clearly explained reasons for the outcome of any appeals process.
13. To provide clear and accurate written statements giving the panel's reasons for allowing or disallowing appeals and to prepare and sign the accompanying letter.
14. To support in the mentoring of less experienced staff.
15. To attend briefings and participate in professional development opportunities.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ NVQ3 in administration or equivalent GCSE grades to include numeracy and literacy or evidence of at least equivalent educational attainment or demonstrable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accredited Clerk status</li> </ul>



	relevant experience in a similar environment	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Good listening, oral and literacy skills</li> <li>▪ Ability to organise time and work to deadlines</li> <li>▪ Good computer skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some experience as an administrator</li> <li>▪ Experience / knowledge of education provision</li> <li>▪ Writing agendas and accurate concise minute taking</li> <li>▪ Knowledge of educational legislation and guidance</li> <li>▪ Knowledge of Data Protection legislation</li> <li>▪ In working accurately and effectively with highly detailed procedures</li> <li>▪ Of working in a pressurised environment</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ A skilled communicator, able to convey complex information effectively to diverse individuals and groups</li> <li>▪ Works well with people at all levels, as well as lone working.</li> <li>▪ Ability to negotiate and conciliate in sometimes difficult situations</li> <li>▪ Firm and authoritative, is able to manage or defuse potentially difficult situations</li> <li>▪ Ability to give clear and consistent advice</li> <li>▪ Shows sensitivity and understands the need for strict confidentiality</li> <li>▪ Displays a high level of personal integrity</li> <li>▪ Works methodically and has an eye for detail</li> <li>▪ Works well under pressure and to strict deadlines</li> <li>▪ Acts as an ambassador for UET, demonstrating professionalism and outstanding customer care.</li> </ul>	

### General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



## Joining Us

### LOCATION

The post will be located at The Western Hub as specified in the advert. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

### PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

The current salary for the post is within the range:

Salary: £13.69 per hour - £14.91 per hour

This post is Scale F. Point 12 – Point 17. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

### HOURS OF WORK

This is a zero hours contract.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

## **BENEFITS**

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

# **Terms and Conditions**

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **EQUAL OPPORTUNITIES**

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

## **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

Immigration, Asylum and Nationality Act Information – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

## How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

## Interview process

**Application will be considered upon receipt.**

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Task
- Interview

If you would like an informal discussion. Please contact HR by emailing [hr@unityeducationtrust.uk](mailto:hr@unityeducationtrust.uk)



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Norfolk  
NR20 4AG