



JOB DESCRIPTION

TITLE: Governance Clerk – Luton

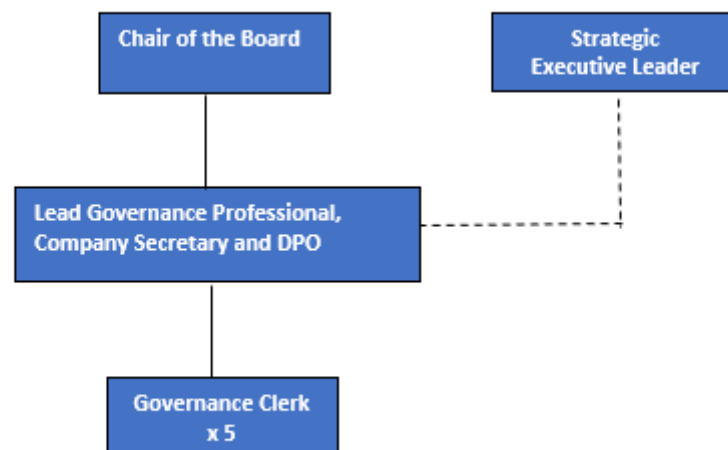
RESPONSIBLE TO: Lead Governance Professional and Company Secretary

GRADE: STCAT LL6 SCP19 – SCP23 FTE £29,777 - £32,076
Term time only – equivalent to 6.5 hours per week
Actual: £4,436.77 - £4,779.33 (38 weeks plus holiday allowance – total 44.1 paid weeks – calculation based on 0.5 years service)

PURPOSE OF POST:

We are looking for someone with strong organisational skills to support STCAT's Governance Lead, as a Governance Professional for one Primary School and One Secondary School in Luton. You will have the flexibility to work evenings as required, and will be experienced in the organisation of meetings, including the preparation and circulation of agendas, collation and circulation of supporting papers and the production and circulate of accurate minutes. You will have the opportunity to make a real contribution to the Local Academy Committees efficient operation and effective governance.

ORGANISATION CHART:



Academy Committee Governance Clerk to a group of Local Academy Committees

1. Organising meetings, hearings and appeals
<ul style="list-style-type: none">▪ working with others to prepare agendas▪ convening meetings and distributing papers▪ overseeing election of officers▪ recording attendance/apologies▪ following up non-attendance▪ taking minutes▪ circulating draft and approved minutes▪ following up on agreed action points
2. Providing advice and guidance
<ul style="list-style-type: none">▪ advising on legal duties and governing practice▪ advising on constitutional requirements▪ advising on LAC procedures▪ advising on statutory guidance and policies▪ advising on annual tasks and decisions▪ advising on governor/trustee CPD▪ accessing external advice as appropriate▪ supporting issue resolution
3. Administration and record keeping
<ul style="list-style-type: none">▪ maintaining membership records▪ maintaining governing documents such as terms of reference and signed minutes▪ maintaining a record of LAC CPD▪ maintaining records of LAC correspondence▪ maintaining governance communication portal▪ drafting correspondence on behalf of the LAC
4. Maintaining relationships and communication
<ul style="list-style-type: none">▪ maintaining professional working relationships with the chair, the LAC and school leaders▪ communicating on LAC matters outside of meetings where appropriate, liaising on behalf of the LAC (such as for external reviews of governance)
5. Ensuring compliance
<ul style="list-style-type: none">▪ ensuring meetings are quorate▪ overseeing the review of required policies▪ publication of governance information on school websites▪ advising on data protection requirements▪ overseeing LAC recruitment processes▪ co-ordinating safeguarding checks on LAC members▪ monitoring eligibility of LAC members to serve including on committees▪ notifying disqualifications, expiry of office etc

6. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affected Academy governance.
- Participate in regular performance management.

DIMENSIONS:

Supervisory Management: None

Physical Resources: N/A

Other: Access to, and organising of, highly confidential information is a key dimension of this role.

The post holder must be able to travel significant distances at short notice. The working hours each day will have flexible start and end times reflecting the requirement to provide administrative support and Clerking services outside of the school day. The post holder must be able to do so with reasonable notice.

Physical Effort: N/A

Working Environment: Home based, with regular meetings in school (mostly in the evening).

Requirements for the role:

A governance background is desirable for this role, however, we will consider applicants with a secretarial or other administrative background who wish to move into governance. Training will be provided.

Knowledge:

- DfE, ESFA, Ofsted and Diocesan documents on Governance in MATs
- Statutory/Legal requirements for the Local Academy Committees, and schools
- Catholic Education Service Employment Policies (Disciplinary, Capability, Grievance) and STCAT Complaints policies
- All Trust policies and whether they are statutory or not
- The workings of the education sector, especially in relation to Academy Trusts
- Sources of information for updates, trends, and possible developments in all the above

Experience:

- Clerking of Local Academy Committees/Local Governing Board is desirable, but we can offer training for those who are new to governance.
- Guiding and supporting teams of volunteers who have statutory duties

- Taking contemporaneous notes of confidential meetings and creating minutes which are well expressed, grammatically correct, and provide a clear record of debate and decisions

Skills:

- High level of articulateness, orally and in writing
- High level of administrative efficiency
- Attention to detail
- Excellent time and project management skill
- Excellent interpersonal skills to form good relationships with professionals and volunteers
- Ability to inform, persuade and challenge
- Alert antennae to the ever-changing educational landscape

Attributes:

- Professionalism
- Approachability
- Initiative and self-motivation
- Assertiveness and diplomacy
- Confidence to challenge, give clear direction, evaluate, and encourage
- Ability to cope with pressure

Education/Training:

- Governance Professional training is desirable but we can offer this training if required

Training/Professional Memberships we offer:

- Membership to NGA (National Governance Association) and The Key for School Governors
- We encourage clerks to follow the NGA Governance Professional Career Pathway
- Level 3 certificate in the clerking of school and academy governing boards

Insert date

Please note our registered office has moved to c/o St Martin de Porres Catholic Primary School, Pastures Way, Luton, LU4 0PF