

Role Profile & Person Specification



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| Job Title: | Clerk to the Wensum Trust Board |
| Responsible to: | Chair of the Board |
| Terms and Conditions: | Scale F £27,712.00 - £30,060 per annum, pro-rata. 20 Hours per week. All Year-Round Post |

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

To provide advice and guidance to the Wensum Trust board and its committees on governance, constitutional and procedural matters.

Contributing towards the efficient and effective functioning of the Trust board, its committees and its links with Local Advisory Boards (LABs) by providing:

- Administrative and organisational support, linking with clerks to the LABs where necessary
- Guidance to ensure the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- Advice on procedural matters relating to the operation of the board.

Key Areas of Responsibility

- **Organising meetings, hearings and appeals**

The clerk prepares for and administrates meetings, allowing the board and its committees to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- Working with others to prepare agendas and liaising with those preparing papers to ensure they are available on time
- Convening meetings and distributing papers as required by legislation
- Ensuring meetings are quorate, inclusive and well structured
- Overseeing election of officers
- Recording attendance/apologies and taking appropriate actions in relation to absences
- Taking minutes, indicating who is responsible for any agreed actions with timescales
- Circulating draft minutes to the Chair of the Board, or the committee chair as appropriate for approval and circulation via agreed processes within the timescale agreed
- Following up on action points with those responsible and informing the Chair/ committee Chair of progress

- **Providing advice and guidance**

- Advising on legal duties and governing practice
- Advising on constitutional requirements
- Advising on board/committee procedures
- Advising on statutory guidance and policies
- Advising on annual tasks and decisions
- Advising on trustee/director CPD
- Accessing external advice as appropriate
- Guide the Chair and the board to ensure they are operating in accordance with rules and regulations
- Supporting issue resolution

- **Administration and record keeping**

The clerk supports the board and its committees in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- Maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- Advising trustees and appointing bodies in advance of a term of office and the impact of this on the board's capacity, diversity and skills mix
- Establishing, in discussion with the board and the HR team, open and transparent vacancy filling processes and efficient procedures for election and appointment
- Giving procedural advice and assisting with the management of trustee elections
- Advising the board on succession planning for all board roles
- Maintaining governing documents such as terms of reference and signed minutes

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- Collating, maintaining and ensuring correct publication of information about trustees such as pecuniary interests
- Maintaining a record of board CPD
- Ensuring DBS and other relevant checks are carried out on any members of the board
- Maintaining records of board and committee correspondence
- Maintaining governance communication portal
- Drafting correspondence on behalf of the board
- Organising the Annual General Meeting and liaising with Members;
- Organising the boards annual Planning Day
- Provide administrative and clerking support to any Improvement Board put into place by the Board of Trustees
- Linking with the clerks to each LAB in relation to
 - Annual and termly schools review;
 - Chairs' Forums
 - LAB visits by the Chair/CEO
 - Reports from the LAB chairs to the Education and School Improvement Committee and the Board

• **Maintaining relationships and communication**

Good relationships between the clerk and members of the board are essential for open communication. The clerk also has a key role in making sure there is clear and open two way communication from the Board and its Committees and the LABs of the Trust's academies. The clerk will also play an active role in supporting and advising the trust board on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- Maintaining professional working relationships with the chair, the board, school leaders and the clerks and Chairs of LABs
- Communicating on board matters outside of meetings
- Where appropriate, liaising on behalf of the board (such as external reviews of governance)
- Contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- Participating in regular performance management with the chair

• **Ensuring Compliance**

- Ensuring meetings are quorate
- Overseeing the review of statutory policies and sharing Trust wide
- Liaising with the Communications and Marketing Manager regarding the publication of governance information on school websites
- Advising on data protection requirements
- Overseeing board recruitment processes with support from HR
- Co-ordinating safeguarding checks on board members and members of LABs
- Monitoring eligibility of board members to serve, including on committees
- Notifying disqualifications, expiry of office etc

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- Maintain the Trusts statutory books, including registers of members, directors and secretaries and shareholders, with all their past and present shareholdings
- File necessary documents with Companies House, such as annual tax returns and audit reports
- Inform Companies House of any significant changes to the Trusts structure or registered address
- Keeping up to date with current educational developments and legislation affecting trust and school governance and take appropriate action
- Liaise with external regulators and advisers such as auditors

Safeguarding

- Respect confidential issues linked to home/students/teachers/college work and keep confidence as appropriate.
- Keep up to date with school procedures for safeguarding and child protection, reporting any concerns to a designated safeguarding lead.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular Appraisal review

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 will be expected to comply with any reasonable request from the Chair, or where agreed a member of the senior leadership of the Trust to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

| | Essential | Desirable |
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| Personal Attributes | <ul style="list-style-type: none"> ● Relational ● Self-aware ● Curious ● Accepting ● Empathetic ● Reflective | |
| Qualifications | <ul style="list-style-type: none"> ● Relevant secretarial/clerking qualification ● GCSE grade C or a grade 4 or above in English or equivalent standard of education ● NVQ Level 4 or equivalent experience/qualification | Level 3 Certificate in the clerking of School and Academy Governing Boards |
| Experience | <ul style="list-style-type: none"> ● Experience of clerking board meetings or similar ● Accurate and speed of minute taking ● Exceptional communications and interpersonal skills | |
| Knowledge/Skills | <p>Knowledge of:</p> <ul style="list-style-type: none"> ● The schools system: structures, accountability and funding ● Governance legislation, procedures and regulations relevant to the organisation ● Elements of effective governance and board practice as they apply to the organisation <p>Skills:</p> <ul style="list-style-type: none"> ● Literacy, numeracy and IT ● Written and verbal communication ● Minute taking ● Planning and organising ● People and relationship building ● Risk aware ● Problem solving ● Time management, the ability to work towards tight deadlines and competing demands | |
| Other | <ul style="list-style-type: none"> ● Respect for confidentiality | |

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| | <ul style="list-style-type: none">• Commitment to professional development to maintain knowledge and improve practice | |
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