



Maiden Erlegh Trust
Job Description

Role	Clerk to the School Advisory Board	School/Department	Great Hollands Primary School
Grade	Grade 4, SCP 7-11	Reports to	Lead Governance Professional
Job Evaluation Code	MET005	Hours of work	3.16 hours per week, term time only
Purpose	To provide efficient, effective and confidential administrative support to the School Advisory Board in the performance of their statutory obligations. Advising the SAB on constitutional processes and matters, and delegated powers and work within the broad current legislative framework.		
Scope	Staff responsibilities: None	Financial accountability: N/A	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
Supporting Maiden Erlegh Trust	The postholder may occasionally be required to support other schools in the Trust.		
Main duties and responsibilities	<ul style="list-style-type: none">• Provide a full range of administrative support for the Chair of the School Advisory Board including dealing with confidential issues.• Advise the SAB on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.• Convene all Board meetings by written notice within the required timescale. Liaise with the Chair, Headteacher and SAB members to prepare the agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair.• Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously.• Maintain records of terms of office to ensure that elections and appointments are carried out correctly, and ensure these are communicated for update on to GIAS.• Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Chair, Headteacher and SAB.• Maintain records of membership of SAB and link governors e.g. Safeguarding and SEND.• Ensure all SAB members receive regular governance training.• Any other duties that may reasonably fall under the purview of the post, in consultation with the postholder.		
Other requirements and responsibilities	Enhanced DBS clearance is required.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder

**Maiden Erlegh Trust
Person Specification**

Role	Clerk to the School Advisory Board	School/Department	Great Hollands Primary School
Qualifications, training and education	<ul style="list-style-type: none"> • NVQ Level 2/3 or equivalent • GCSE or equivalent level in English 		
Experience	<ul style="list-style-type: none"> • Knowledge of or the desire to learn about educational legislation, guidance and legal requirements relevant to the governing body • Knowledge of or the desire to learn about the roles, responsibilities and procedures of the SAB, wider Trust governance, and the DfE 		
Skills and abilities	<ul style="list-style-type: none"> • Good general communication skills • Excellent, accurate, and concise writing skills • Good organisational skills – able to prioritise workload • Excellent record keeping, information retrieval and dissemination of governing body data/documentation • Tact, diplomacy, confidentiality and sensitivity • A flexible approach to work • A sense of responsibility and integrity • Positive attitude to personal development and training • Openness to learning and change • Tact and diplomacy • Confidentiality • Ability to remain impartial • Ability to use appropriate IT equipment as required 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>Able to travel to meetings</p> <p>Available to be contacted at mutually agreed times</p> <p>Able to attend meetings during the evening</p>		