

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Clerk to the Academy Council	<b>Location</b>	Remote with travel to designated schools in Norfolk and occasional travel to other destinations as required (Travel cost will be reimbursed)
<b>Salary</b>	Up to £30,864 FTE (up to £22,628.83 actual)	<b>Hours</b>	Permanent, Part time, 30 Hours a week (Term time plus 2 weeks)
<b>Department</b>	Support Staff	<b>Reports To</b>	Head of Governance

## JOB PURPOSE:

To provide high quality technical advisory and clerking support to locally based Academy Councils, for a cluster of academies within Creative Education Trust. Liaising with various stakeholders including the Governance and Compliance team, the Chair of the Academy Council, Principal (Headteacher), other members of the Academy Council and Head office team.

The role will be largely home based, with attendance required at school and team meetings. Meetings of Academy Councils may, by agreement of all Academy Council members, also be held virtually. We aim to confirm all meeting dates a year in advance.

## KEY RESPONSIBILITIES AND DUTIES:

- Working from the Trust suite of templates to collate and distribute papers in advance of the AC meetings for each of the schools within the cluster, ensuring that any papers are on the appropriate template.
- To liaise with the Chair and Head prior to meetings to receive an update on progress of actions agreed previously by the AC and to ensure that all reports and papers are confirmed received and distributed according to the Trust calendar.
- Provide procedural advice and guidance during meetings as appropriate and to ensure that all meeting papers and minutes are filed on the CET network in a timely fashion.
- Ensure availability at the meetings which are held at each school at various times of the academic year, sometimes on weekday evenings.
- Taking accurate notes of the meetings and producing minutes in a timely manner for review by the Chair before distributing.
- Keeping an attendance log for all meetings and updating relevant documentation.
- Working with the Head of Compliance and Governance in liaison with the Director of Education to coordinate and service AIBs.
- Under the direction of key individuals e.g. Chair, Principal/HT or Head of Compliance and Governance, work with individual schools to coordinate and arrange hearings, as required.
- Ensure that all paperwork is presented correctly using Trust templates and distributed to relevant parties in advance of the hearings.
- Take accurate minutes of any hearings and draft outcomes for the Chair of the hearing in a timely manner for review.
- Ensure that all hearing paperwork and minutes are subsequently filed on CET networks in a timely fashion.
- Liaise with external partners on legal and statutory obligations.

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- Ensure school websites are updated with key statutory information regarding the Academy Council, including membership, attendance, term of office and pecuniary interest.
- To support the Compliance Manager with ensuring the academy websites are compliant and policies are updated.
- To ensure the DfE GIAS website has accurate and up to date information.
- To ensure the Governor Hub website is kept up to date with Academy Council membership information, meeting dates, circulation of meeting papers, declarations of interests and other documents as directed by the Trust Head of Governance.
- To manage the effective coordination of governance information, filtering and responding to relevant AC related correspondence and reply in a timely manner with a clear understanding of the principles of confidentiality and apply this to their own work and that of the AC.
- To assist the Chair, Head in liaison with the Head of Governance with the recruitment of new Academy Council members as appropriate and to assist the Head of Governance in the induction of new Academy Council members.
- To assist with the elections of Parent and Staff Academy Council members.
- To send new Academy Councillors induction materials and ensure that they are set up and have access to the appropriate governance platforms and training opportunities.
- To liaise with the Head of Governance on any changes to membership or any matters of concern.
- Provide professional support to the Academy Council as appropriate under the broad scope of the role and in line with the Academy Council Handbook.
- To be proactive in keeping up to date with relevant information and guidance relevant to the role, undertake appropriate and relevant training and development.
- To attend CPD opportunities under the guidance of the Head of Governance and to participate in regular performance reviews.
- To participate in proactive development of the Governance and Compliance function

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of Governance.

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JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general standard of education with qualifications to A Level or equivalent, with GCSE in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>• Professional clerking Accreditation programme or willingness to complete</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working as a senior administrator.</li> <li>• Experience of secretariate duties including taking notes and drafting accurate and concise minutes</li> <li>• Experience of sourcing legal advice on governance matters</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the education sector.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of school governance procedures</li> <li>• Knowledge of the Trust's Governance structure and accountabilities</li> <li>• Understanding of GDPR and the clerk's role in supporting compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Academy governance and the school education sector</li> <li>• Understanding of Schemes of Delegation</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Strong administration and secretarial skills</li> <li>• The ability to write clearly and concisely, to produce and maintain documents and to effectively proofread material for public distribution.</li> <li>• Demonstrates resilience, motivation and commitment to improving standards.</li> <li>• Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally.</li> <li>• Ability to work with senior individuals internally and externally in a confident but discrete manner.</li> <li>• Helpful and calm with a positive attitude towards work</li> <li>• Adaptable and able to work with minimum supervision and proactivity.</li> <li>• Ability to deal with and manage confidential issues</li> <li>• Aligned with Creative Education Trust's high aspirations and high expectations of self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SharePoint</li> </ul>

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	<ul style="list-style-type: none"><li>• Strong organisational skills and ability to prioritise effectively.</li><li>• Computer literate, with experience of range of IT systems (including, using Microsoft Outlook, Word, and uploading information on websites).</li></ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"><li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li></ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"><li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li></ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Full UK driving license.</li><li>• Have access to a car for work purposes and be able to travel to school sites.</li><li>• Work flexibility and after office hours.</li></ul>	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**