



**Haberdashers'**  
Academies Trust  
South

## Clerk for Local Governance

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September 2023



**Together, stronger**

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Dear Candidate,

Thank you for your interest in the post of Clerk for Local Governance. This is a critically important role for our Trust.

We are looking for dynamic individuals to join our central team, to work with Trustees, Governors and the Executive, in achieving our strategic and statutory responsibilities. Working alongside our Trust Operations Director and the Governance, Compliance and Operations team, you will support us in driving forward Governance and Compliance across the Trust. The role combines the opportunity to demonstrate impact both within and across schools.

We are seeking to appoint part time Clerks. These roles are newly established due a re-organisation of Governance and a decision to bring Clerking in-house. We are very flexible with these posts in order to accommodate strong candidates. These can be offered flexibly and we support hybrid working.

We are ideally looking for candidates with recent Clerking experience, however we will consider those with a strong administrative background and an interest in clerking and governance.

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future we have set.

We are a Trust with great potential, and school improvement is at the heart of everything we do. This role will be integral to our success. Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

If you are interested in learning more about the position, please do get in touch with Marianne Newton, Operations Director on [m.newton@habstrustsouth.org.uk](mailto:m.newton@habstrustsouth.org.uk).

I look forward to hearing from you.



Jan Shadick  
Chief Executive Officer  
Haberdashers' Academies Trust South



Dear Candidate,

Thank you for your interest in becoming a Clerk for Local Governance.

Each of our nine schools has a LGB which provides support and challenge to our school leaders. They also monitor the quality of provision and the outcomes that children achieve, with a focus on safeguarding, special educational needs and supporting the most disadvantaged. Crucial to the effective functioning of each of these LGBs is the role of a Clerk for Local Governance, who will provide excellent support, guidance and advice to the LGB.

This role will work alongside other Clerks within the Trust's Central Governance, Compliance and Operations Team, as well as with Governors and the Executive to deliver a high quality, efficient and effective clerking service across the Trust. We are seeking candidates who have the experience and expertise to directly contribute to the success of each LGB.

We are looking for Clerks who can support, advise and proactively guide us in the performance of our role. Hence the individual will need to have a good understanding of the requirements and expectations of the LGB, the credibility and manner to quickly earn the respect, confidence and trust of governors, the ability to quickly gain an understanding of the Trust's constitution and the regulatory context in which we operate and succinctly, promptly and accurately minute the issues under discussion at our meetings.

If you would like to speak informally about this post, then please do get in touch with Operations Director, Marianne Newton at [m.newton@habstrustsouth.org.uk](mailto:m.newton@habstrustsouth.org.uk).

I look forward to hearing from you.

**Nick Scarles**  
**Chair of Trustees**  
**Haberdashers' Academies Trust South**



# About Haberdashers' Academies Trust South



**We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.**

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](http://www.habstrustsouth.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit our website.

## About our governance



Haberdashers' Academies Trust is a closely integrated Multi-Academy Trust (MAT) consisting of nine schools which share a common approach and work closely to achieve that.

There is a close relationship between the different parts of governance in the Trust but each has distinct responsibilities. Each of our nine schools has a **Local Governing Body** which is responsible for overseeing the school and supporting school leaders. It focuses on making sure that all children get an excellent education; ensuring the school is following the Trust's vision and strategy; and agreeing policies and checking compliance with them, with a focus on safeguarding, special educational needs and the most disadvantaged children.

The **Trust Board** is the non-executive body accountable for all aspects of the conduct and performance of the schools across the Trust. It is responsible for the strategic priorities of the organisation, its growth plans, major capital investments, for approving the budget and managing the finances across the organisation. It exercises its responsibilities by employing a **Chief Executive Officer** (CEO) who is directly accountable to the Trust Board and the Department for Education for standards across the Trust and as such Principals report directly to the CEO. The Trust Board retains close oversight of different aspects of the work of the organisation by appointing a range of **committees** to take responsibility for specific areas of its work. These committees are the Finance Committee, Audit & Risk Committee, the People Committee and the Standards Committee, each of which meets several times a year.

The key **Executive** roles in our Trust are the CEO, the Principals of the nine schools and other Directors in the central team. The organisation is structured to support collaborative activity to develop and implement highly effective shared practice across all aspects of the work of the schools in the Trust. The Principal of each of the school is responsible and accountable for the management of his or her school. The Principals work together with each other and with the CEO and directors in the central team to develop the Trust's agreed policies and procedures, which they are then responsible for implementing in their schools. Each Principal is supported by a school Leadership Team.

A diagram outlining our Governance composition can be found [here](#)

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.**

## **The Worshipful Company of Haberdashers**



Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

Our Haberdashers' roots go back as far as the 1680s when our founder, Robert Aske, left a sum of money to build a school for 20 underprivileged children. Despite his philanthropic work, Aske's life and work is not without some controversy, particularly his investment in the Royal African Company, a slave trade company, in 1672. Aske's involvement in the slave trade is not in doubt, but having recently carefully considered and widely consulted on these past events and what they mean for us today, we believe his legacy has made such a significant contribution to our schools and the education of young people in our community, however we will no longer use the name 'Aske' in the common name of our Trust and our schools.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)

## **Temple Grove Schools Trust**



Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: [www.templegrove.org.uk](http://www.templegrove.org.uk)

# Role Description

<b>Job Title:</b>	Clerk for Local Governance
<b>Contract type:</b>	Permanent, term time, part-time
<b>Salary:</b>	Competitive to reflect the level of experience
<b>School/ Service:</b>	Central Trust Team – Governance, Compliance and Operations team
<b>Location:</b>	Hybrid working with travel to school sites for LGB meetings (Lewisham, Southwark, Bexley)
<b>Accountable to:</b>	<b>Operations Director</b>

## About the role

This is a critical role for the Trust as it will support Trustees in delivering on their statutory responsibilities through local Governance.

As part of the Governance, Compliance and Operations Team, you will deliver an efficient and effective clerking service across the nine Local Governing Bodies (LGBs). Working alongside other Clerks, you will work with the LGB Chairs, the Principal, Executives in the Trust and local governors to ensure that each LGB is enabled to work within its Terms of Reference and the Trust's Scheme of Delegation, to deliver on its' local responsibilities.

Our Clerks are instrumental in providing professional guidance and advice to the LGBs, supporting meetings and ensuring that they receive comprehensive and effective administrative support in line with the Trust and NGA standards.

**Whilst the role can be hybrid, LGB meetings are face to face.** It is our preference that you will be required to attend LGB meetings and PEX panels in-person, however other elements of the role can be hybrid. There are 4 LGB meetings per school across the year, plus additional panels such as exclusions and hearings. The LGBs will be allocated between the Clerks in the Team. In addition, the Clerks will support across the Trust to ensure compliance and effective operations. The details of this aspect of the role will be discussed at interview and will be determined by the hours offered. The most important aspect of the role is to be an effective Clerk to our LGBs.

Due to the nature of the role, work hours may vary. An ability to work flexibly would be an advantage. Some LGBs meeting occur during the early evening but this should not be a reason not to apply as there is flexibility with this.

## Reporting

This role will report into the Governance Professional for the Trust who is currently the Operations Director.



# Key responsibilities of the role

## Preparation for meetings

- Liaise with the Chair of the LGB, in good time, before a meeting in order to discuss the agenda ahead, using Trust guidance and Terms of Reference. Review with the Chair the status of any previous actions which need to be reported back to governors, including any follow up work;
- Prepare, in good time, the agenda following this meeting;
- Liaise with others, including governors and the Executive, to collate all supporting papers and documents in good time;
- Distribute the agenda and supporting papers at least seven days before the meeting using the LGB GovernorHub platform;
- Maintain contact with the Chair, governors and Executive to ensure that attendance is as required, and any questions are addressed.

## At the LGB meeting

- To clerk and be responsible for taking notes and minutes, recording the attendance and non-attendance of governors as well as any declared conflict of interests;
- Advise the Chair during the meeting to ensure that any legal requirements are fulfilled and that the agenda is followed appropriately. Provide guidance on the procedural and constitutional matters and ensure they are conducted in accordance with statutory requirements;
- Respond to any questions from members who seek clarification.

## Following the meeting

- Using the format agreed, produce high quality minutes to record the areas of discussion, challenge, details of any decisions taken and responsibility for agreed actions;
- Send draft minutes to the Chair for approval within 7 days of the meetings and forward a copy to the Principal for comment;
- When the Chair's approval is received, distribute draft minutes to all governors and publish as required within 10 days of the meeting;
- Ensure a signed copy of the approved minutes is kept on GovernorHub and is available for public inspection if formal requests are received;
- Deal with confidential minutes in the approved manner;
- Ensure a copy of the draft minutes and Chair summary sheet is forwarded to the Clerk to the Trust Board for circulation to the Trust Board as required.

# Key responsibilities of the role (cont)

## Other LGB responsibilities

- Be familiar with the Trust's Articles of Association, Funding Agreements, Terms of Reference, Scheme of Delegation and the Academies Handbook to ensure that the conduct of all meetings are compliant.
- Work with the Trust Central Team, to ensure that the register of policies relating to each LGB is updated and that policies are reviewed and approved as required.
- Maintain an accurate record of membership of the LGB, including dates of appointment, categories of governor and terms of office. Ensure that all governors are aware of the expiry date of their term of office.
- Ensure a register of LGB pecuniary interests is maintained and reviewed at least annually as part of the Trust's cycle, and is on every agenda and drawn to governors' attention at all LGB meetings.
- Ensure new governors are given access to GovernorHub and relevant training sources and that GIAS is updated and accurate.
- Ensure GDPR compliance with all governor information, including that all new governors complete the necessary forms to enable an enhanced DBS check to be carried out within 21 days of their appointment. Work with the school HR teams and reporting back to the Operations Director, to ensure that all information for the Governor SCR is completed.
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct.
- Advise the Operations Director and LGB Chair of vacancies and on actions that might be taken to fill the vacancies, including working with the Principal to conduct elections to fill parent governor vacancies.
- Maintain records of any training (face to face or online) undertaken by LGB governors and report non-compliance to LGB Chair. Ensure all governors on the LGBs are registered for training and membership organisations that the Trust is part of, for example the Key, The National Governance Association and Learning Link,
- Ensure the Governance areas of the school websites are up to date and compliant.
- Chair the LGB meetings during the election of the Chair.

## Additional duties

- To support the establishment of panels for exclusion, staffing and other panel hearings such as complaints, grievance etc including preparation of panel packs and completion of high-quality decision letters and minutes;
- Organise panel members and distribution of papers within designated time scales and handle confidential minutes accordingly;
- Provide professional guidance to the Chairs of such panels as required;
- Clerk and be responsible for taking high-quality minutes at these panels, as required to support the schools in the Trust to meet their statutory duties.
- Work with the Operations Director, and the rest of the team, to ensure that guidance on new legislation provided by the Department for Education, Education Skills funding Agency, Local Authority and other bodies is disseminated and used to inform LGB meetings.

# Key responsibilities of the role (cont)

## Your development

- Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation affecting school governance in order to provide proactive support to the LGBs and Trust.
- Develop strong working relationships with LGB Chairs, Principals, Senior Leaders and others within the Trust.
- Share expertise and skills with others in the Team to ensure that all governors experience an efficient and effective service. Provide meeting cover, where possible/practical, for other Clerks in the Team.
- Complete projects, under the direction of the Operations Director, to ensure best practice and consistency across Trust governance. This could include skills audits and surveys or improvements to existing documents and practices.

No job description can be exhaustive and duties may alter over time. The post holder is expected to use their professional judgement to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

# Key qualities for the role

## Education and Training

- Educated to degree level or equivalent relevant experience
- Evidence of professional development across career to date which supports this role.
- Experience of high-quality minute taking, Clerking, Governance Professional qualifications

## Experience

- Ideally at least 2 years of experience in a similar position, including writing agendas and concise and accurate minutes
- Ideally previous experience of being a Clerk or Governance Professional
- Good working understanding of governance in a Multi Academy Trust
- An understanding of school governor responsibilities, the cycle of annual meetings and ability to plan meetings accordingly.
- Experience of maintaining systems and records in a governance or committee environment

## Skills and Knowledge

- Strong administrative skills and able to effectively use Microsoft packages include Outlook, Word, Excel, SharePoint and Teams
- Excellent listening, oracy and literacy skills.
- An eye for detail and excellent proofreading skills
- Able to communicate effectively via telephone, in writing and in person and develop effective working relationships,
- Able to organise your own time and work to deadlines, managing conflicting work pressures and priorities. There are times of the year which can be very busy;
- Be proficient in organising meetings, record keeping, information retrieval and dissemination of data.
- Have good interpersonal skills and negotiation skills, tact and diplomacy

# Key qualities for the role

## Personal Qualities

- Remain calm and maintain a high standard of work under pressure
- Be a person of integrity, able to maintain confidentiality and impartiality
- Be able to build and maintain effective working relationships with colleagues and stakeholders across the Trust
- Ability to work without direct supervision and to prioritise own workload, to multi-task and to work to deadlines.
- Have a flexible approach to working hours
- Have a positive attitude to personal development and training
- Supportive of the Trust's vision and ethos

## Support

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional learning is key to our success. As a new leader within the Trust, you will be supported by our Directors of HR and Professional Learning.

“High quality professional clerking is crucial to the effective functioning of the Trust. Trust and Local Boards should set demanding standards for the service they expect from their clerk and assure themselves that they are employing a clerk with the skills, training and knowledge required for their board.”

The DfE

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools.”

Primary Principal



## Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. As a governance clerk you will be integral in our aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the [Perkbox platform](#)
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit: [www.habstrustsouth.org.uk/benefits](http://www.habstrustsouth.org.uk/benefits)

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

- Secondary school support

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

- Secondary school support







## Recruitment process and additional recruitment information

**Closing date:**

**Interview dates:**

**Start date:** ASAP

**How to apply:**

**Complete the application form and email to:** [centralhr@habstrustsouth.org.uk](mailto:centralhr@habstrustsouth.org.uk)

**Recruitment Process:**

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel Interviews

**Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [centralhr@habstrustsouth.org.uk](mailto:centralhr@habstrustsouth.org.uk)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



# Haberdashers' Academies Trust South

For a confidential discussion about this post or to arrange a visit to the Trust, please contact the CEO's office on 020 4526 4604 or email [centralhr@habstrustsouth.org.uk](mailto:centralhr@habstrustsouth.org.uk)

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Thank you for your interest in the Haberdashers' Academies Trust South. We look forward to receiving your application.

Haberdashers' Academies Trust South,  
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[www.habstrustsouth.org.uk](http://www.habstrustsouth.org.uk)