

Bridgwater and Taunton College Trust

Governance Clerk



Governance Clerk
Grade: Band 05, Scale Point 07.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

To provide advice and guidance to the local governing bodies on governance, constitutional and procedural matters and contribute towards the efficient and effective functioning of a governing board and its committees by providing administrative support.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Prepare, organise, and administer meetings, hearings, and appeals, ensuring effective use of board time.
- Collaborate with others to prepare meeting agendas and ensure that papers are available on time.
- Record attendance, oversee the election of officers, take minutes with assigned actions, and circulate approved minutes to relevant parties.
- Track action points and follow up with those responsible, informing the chair of progress.
- Maintain accurate membership records, governing documents, and a record of board training and development (CPD).
- Ensure meetings are quorate, oversee the review of policies, and ensure governance information is published as required.
- Foster professional relationships with the chair, board members, and school leaders, and manage communication on board matters.
- Handle board correspondence, including drafting and maintaining communication records and the governance communication portal.
- Keep up to date with educational developments and legislation affecting school governance to provide informed advice to the board.
- Deputise for the Company Secretary as required.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

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Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Experience in providing guidance and recommending actions for decision-making.</p> <p>Experience in building and maintaining professional relationships with a diverse range of stakeholders.</p> <p>Experience in providing an effective administration service.</p>	Holds a relevant clerking qualification such as 'Level 3 Certificate in the Clerking of School and Academy Governing Boards.'
Knowledge/Skills	<p>Strong ability to convey information clearly and effectively in both written and spoken forms.</p> <p>Demonstrated ability to plan, prioritise, and manage tasks efficiently.</p> <p>Ability to identify, articulate, and understand risks within the relevant context.</p> <p>Proficient in using IT systems and software to support administrative and governance tasks.</p> <p>Ability to identify issues, problem solve and</p>	<p>Knowledge of school structures, accountability, and funding mechanisms.</p> <p>Familiarity with governance legislation, procedures, and regulations relevant to the organisation.</p> <p>Experience in accurately recording and producing meeting minutes.</p> <p>Understanding of the core functions of a school governing or trust board as they apply to the organisation.</p> <p>Awareness of effective governance principles</p>

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	<p>implement effective solutions.</p> <p>Proven ability to meet deadlines and manage competing demands.</p> <p>Competence in literacy, numeracy to support administrative and governance functions.</p>	<p>and board practices relevant to the organisation.</p>
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