



David Ross Education Trust

Broadening Horizons

## JOB DESCRIPTION

Job Title:

**Governance Clerk**

Location:

**Hogsthorpe Primary Academy**

### **Job Purpose:**

Reporting to the Director of Governance the Governance Clerk will be accountable to the Academy Scrutiny Committee (formerly Local Governing Body), working effectively with the Chair, Academy Principal and other governors to provide comprehensive, confidential and professional governance support.

Under the guidance of the Director of Governance, the Governance Clerk will provide advisory and administrative support to the Academy Scrutiny Committee to ensure the proper and efficient functioning of the Academy Scrutiny Committee and contribute to the promotion of excellence in governance in the Trust.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Director of Governance

### **Grade:**

NJC26

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- ★ To provide advice and guidance to the Academy Scrutiny Committee on governance, constitutional and procedural matters and contribute towards the efficient functioning of the Academy Scrutiny Committee by providing:
  - Professional administrative support.
  - Guidance to ensure that the Academy Scrutiny Committee fulfils its duties in compliance with the Trust Scheme of Delegation and appropriate legal and regulatory frameworks, and understands the potential consequences for non-compliance; and
  - Advice on procedural matters relating to the operation of a DRET Academy Scrutiny Committee.

## Provide advice to the Academy Scrutiny Committee

- ★ Advise the Academy Scrutiny Committee on its core functions, responsibilities in relation to the Trust's scheme of delegation, governance legislation and procedural matters where necessary before, during and after meetings.
- ★ With support of the Director of Governance know where to access appropriate advice, support and guidance from Trust colleagues or third parties on behalf of the Academy Scrutiny Committee.
- ★ Inform the Academy Scrutiny Committee of any changes to its responsibilities as a result of a change in its delegated powers under the Trust Scheme of Delegation as communicated by the Director of Governance or changes in the relevant legislation or guidance.
- ★ Advise on the annual calendar of Academy Scrutiny Committee meetings and tasks, ensuring the inclusion of any tasks or items determined by the Trust as communicated by the Director of Governance.
- ★ Ensure that new governors are supported to access to the Governor Resources and appropriate documents and induction materials, including any agreed Code of Conduct.
- ★ Contribute to the induction of governors taking on new roles, in particular the Chair of the Academy Scrutiny Committee and link governor roles.
- ★ Participate in and contribute to the training of Academy Scrutiny Committee members in areas appropriate to the clerking role.
- ★ Support governors to conduct skills audits, advise on training requirements to fill skills gaps, and support governors to set the criteria for appointing new governors relevant to vacancies and identified skills gaps.

## Effective administration of meetings

- ★ With the Chair and Academy Principal, prepare a focused agenda for the Academy Scrutiny Committee meeting.
- ★ Liaise with those preparing papers to ensure they are available on time, and distribute the agenda and papers in accordance with the timescales set out in the Academy Scrutiny Committee Handbook.
- ★ Ensure meetings are quorate.
- ★ Attend meetings of the Academy Scrutiny Committee to take and prepare detailed minutes, recording all decisions accurately and objectively, including indicating timescales and who is

responsible for any agreed action. Monitor the progress of actions and remind responsible persons of outstanding items and timeframes.

- ★ Record the attendance of governors at meetings, including any apologies, whether accepted or not.
- ★ Submit draft minutes to the Chair and Governance Officers within the timescale set out in the Academy Scrutiny Committee Handbook for quality assurance.
- ★ Within 10 days of the meeting, circulate the reviewed draft minutes to the Academy Scrutiny Committee and Governance Team.

## **Membership**

- ★ Advise governors and Governance Officers in advance of the expiry of a governor's term of office and the impact of this on the Academy Scrutiny Committee's capacity and skills mix.
- ★ Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections in accordance with the Trust Scheme of Delegation.
- ★ Collate and maintain information about members of the Academy Scrutiny Committee including any pecuniary interests and information required for the national governor database (GIAS) notifying the Governance Officers of any changes within the agreed timescales.
- ★ Maintain a record of training undertaken by members of the Academy Scrutiny Committee.
- ★ Maintain meeting attendance records, reaching out to governors who are not attending regularly and advising the Chair of any member's potential disqualification from the Academy Scrutiny Committee through lack of attendance.

## **Manage Information**

- ★ Maintain up to date records of the names, addresses and category of Academy Scrutiny Committee members and their term of office, and inform the Academy Scrutiny Committee, Governance Officers, and any relevant authorities of any changes to its membership.
- ★ Maintain up to date records and inform the Governance Officers of nominated governors such as Chair, Vice-Chair, Link governors (e.g., Safeguarding, Attendance, or other roles).
- ★ Ensure that a record of signed minutes of meetings is maintained on GovernorHub.
- ★ Maintain records of Academy Scrutiny Committee correspondence on Trust shared drives.
- ★ Work effectively with the Director of Governance to manage the flow of information from the Trust Board to Academy Scrutiny Committees and vice versa.

## **People and Relationships**

- ★ Develop and maintain effective professional working relationships with the Chair, Director of Governance. Governance Officers and executive leaders.
- ★ Contribute to the co-ordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

## Personal Development

- ★ Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- ★ Keep up-to-date with current educational developments and legislation affecting school governance.
- ★ Participate in regular performance management.

## Other Duties

- ★ By arrangement with the Director of Governance, clerk any additional meetings required by the Academy Scrutiny Committee, including any statutory appeal committees/panels the Academy Scrutiny Committee is required to convene.
- ★ By arrangement with the Director of Governance, provide cover in the absence of fellow Governance Clerks including visiting other sites within the Trust as necessary.
- ★ Undertake such other tasks as may be determined by the Director of Governance or Academy Scrutiny Committee from time to time.
- ★ Ensure in any undertaking, to act with financial probity and in accordance with financial procedures.
- ★ Positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
- ★ A commitment to promoting equality and diversity, providing an inclusive and cooperative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.
- ★ Aware of Health & Safety and Safeguarding as appropriate to role.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Education and Qualifications			
★ Educated to GCSE-level or equivalent, including English and Mathematics.	✓		1
★ National Training Programme for Clerks or equivalent or a willingness to train for this.		✓	1
Specialist Knowledge & Skills			
★ Experience of writing agendas and accurate concise minutes.	✓		1,2,3
★ Knowledge of record keeping, information retrieval and dissemination of Academy Scrutiny Committee (Local Governing Body), data/documentation, to the governing body and relevant partners.	✓		1,2,3
★ Knowledge of Academy Scrutiny Committee (Local Governing Body) procedures.	✓		1,2,3
★ Knowledge of the respective roles and responsibilities of the Academy Scrutiny Committee (Local Governing Body), the headteacher, the Local Authority.	✓		1,2,3
★ Able to maintain the strictest confidentiality, sensitivity, and integrity at all times.	✓		1,2,3
★ Highly organised and efficient and able to work to tight deadlines, often under pressure.	✓		1,2,3
★ Able work professionally, under own initiative and deal with demands of a geographically dispersed and diverse team.	✓		1,2,3

★ Experience of Governor platforms such as GovernorHub.	✓		1,2,3
Attributes, Qualities and Values			
★ Have a positive attitude to personal development and training.	✓		1,2,3
★ Have a flexible approach to working hours and able to work at times convenient to the Academy Scrutiny Committee (Local Governing Body), including evening meetings.	✓		1,2,3
★ A strong supporter of the Trust's ethos and vision.	✓		1,2,3
Interpersonal and Communication Skills			
★ Excellent written and verbal communication skills to provide advice, guidance and support across all levels on a range of non-teaching issues.	✓		1,3
★ Establish and maintain effective and constructive relationships with all stakeholders, communicating with them as appropriate to share information, and inform them of academy business through daily contacts and written communications.	✓		1,3
★ Ability to demonstrate commitment to providing a high quality, customer focused service.	✓		1,3
Relevant Experience			
★ Experience in a Governor Services environment within a local authority.		✓	1,2,3
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		1,3
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		1,3
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		1,3

★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		1,3
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		1,3

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***