



EQUA
Multi Academy Trust

Clerk to Equa Multi Academy Trust

Job Description

Salary: Grade E, Scale Point 6-8 (from 1st April) and £9.94-£10.34 per hour - A minimum of 30 days per year (6.5 hours per day) £1900 per annum.

Hours: Flexible working hours are required, including being available for evening meetings.

We are looking for an experienced Clerk to join Equa Multi Academy Trust to provide professional clerking services and advice to the Board of Trustees and Committees.

This position is not open to any employees of the trust who are currently based within a school (this is to avoid any potential conflict of interest).

Introduction

Equa Multi Academy Trust is a newly formed trust, converting on 1 April 2019, currently comprising of one secondary school and five primary schools. The founding schools within the trust are:

Lavington School (Secondary)
All Cannings C of E primary school
Bishops Cannings Aided Primary School
Woodborough CE Primary School
Rushall CE Primary School
Chirton CE Primary School

The vision

Every Child, Every Chance

For children aged 2-19, EQUA schools recognise that all children are gifted and positively contribute to society. We deliver excellence in education, a strong Christian ethos in Church schools and tackle rural deprivation by ensuring every child has every chance to succeed.

Purpose of post

To provide advice to the members and trustees on governance, constitutional and procedural matters;

- Provide effective administrative support to the trust board and its committees.
- Ensure the trust board and members is properly constituted
- Manage information effectively in accordance with legal requirements

Equa Multi Academy Trust is committed safeguarding and the welfare of children. This post is subject to an enhanced DBS check.

Application and interview process:

Application deadline: 28 March 2019

Interviews the week commencing: 1 April 2019

Please apply by completing the application form on Lavington School's website www.lavington.wilts.sch.uk and return, together with a letter outlining why you are interested in, and particularly suited to, the post. (Please note we do not accept CVs).

You can send your application to: m.coleman@lavington.wilts.sch.uk

Main responsibilities

This list is not exhaustive and other relevant duties may be directed commensurate with the pay grade.

1. The clerk to the trustees and members will

- a. Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings;
- b. Act as the first point of contact for trustees and members with queries on procedural matters;
- c. Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body;
- d. Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- e. Offer advice on best practice in governance, including on committee structures and self-evaluation;
- f. Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- g. Advises on the annual calendar of governing body meetings and tasks;
- h. Send new trustees and members induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice;
- i. Contribute to the induction of trustees and members taking on new roles, in particular chair or chair of a committee.

2. Effective administration of meetings

- a. With the chair and CEO prepare a focused agenda for the governing body meeting and committee meeting;
- b. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- c. Ensure meetings are quorate;
- d. Record the attendance of trustees and members at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees and members of the date of the next meeting;
- e. Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the CEO;
- f. Circulate the reviewed draft to all trustees and members (members of the committee), the CEO (if not a governor);
- g. Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- a. Advise trustees and members and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- b. Maintain a list of Fdn govs/trustees/members to ensure compliant foundation representation and to identify any gaps;
- c. Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- d. Maintain a register of governor pecuniary interests and ensure the record of trustees and members' business interests is reviewed regularly and lodged within the school;
- e. Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- f. Maintain a record of training undertaken by members of the governing body; and Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- g. Advise the governing body on succession planning (of all roles, not just the chair).

4. Manage Information

- a. Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership;
- b. Maintain copies of current terms of reference and membership of any committees and working parties and any nominated trustees and members e.g. Child-protection, SEND;
- c. Maintain copies of terms of reference and scheme of delegation for the Board, membership of committees and working parties including senior leadership team;
- d. Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- e. Maintain records of governing body correspondence;
- f. Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website.

5. Personal Development

- a. Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- b. Keep up-to-date with current educational developments and legislation affecting school governance, participate in regular performance management.

6. Additional Services

- a. The clerk may be asked to undertake the following additional duties:
- b. Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement;
- c. Assist with the recruitment of trustees;
- d. Participate in, and contribute to the training of trustees and members in areas appropriate to the clerking role;
- e. Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents;
- f. Maintain archive materials;
- g. Prepare briefing papers for the governing body, as necessary;
- h. Conduct skills audits and advise on training requirements and the criteria for appointing new trustees and members relevant to vacancies;
- i. Perform such other tasks as may be determined by the governing body or Headteacher from time to time

Time allocation

6 x Full Board meetings equating to 2 days in total for each meeting for attendance at the meeting plus pre and post minute support – 12 days in total

6 x 2 Committee meetings (Resources committee and standards committee) equating to 1.5 days in total for each meeting for attendance at the meeting plus pre and post minute support –18 days total

Additional hours worked for any extra meetings will be paid at the normal hourly rate.

Essential attributes:

Confidentiality, integrity, impartiality, the ability to remain calm under pressure, team player.

Essential skills:

Time management, self-managing, excellent organisation, excellent interpersonal skills, and a high level of literacy, numeracy and ICT skills.

Experience and training:

Clerking for a governing body of a school or a high level of relevant experience, evidence of ongoing relevant professional development, have completed the National Training Programme for clerks or a commitment to do so.