

Job Description and Person Specification

Clerk to the Governing Body

For more general information please refer to the Employment Application Form Guidance Notes issued with this job description.

Energy Coast UTC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

Job Title	Clerk to the Governing Body
Accountable To	Chair of Governors
Job Purpose	To support and inform the work of the Governing Body and Trustees of Energy Coast UTC Trust
Salary	£26,572 full time equivalent (0.2 FTE pro-rata £5,313 pa) - see also 'Working Pattern' below
Start Date	As soon as possible

This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of Energy Coast UTC.

1. Clerking of the Board and its Committees

- To be fully conversant with the memorandum and Articles of Association of the Trust, the Terms of Reference of its Committees and the Scheme of Delegation and to advise the Governors on matters of procedure in this respect
- To liaise with the Chair in respect of relevant legal requirements in connection with the governance of the Trust
- To agree and publish, in consultation with the Chair and CEO, an annual Calendar of Meetings for the Governing Body and its Committees to ensure that meetings are held within legally prescribed timescales and decisions are made at the appropriate time
- In consultation with the Chair of the meeting prepare agenda and coordinate papers for the meeting
- Circulate the agenda and papers for the meeting at least 7 days prior to the meeting
- Record attendance and ensure the meeting is quorate
- Ensure any business interests are declared at each meeting
- Take an accurate note of the meeting from which to prepare a set of minutes as a formal record of the meeting
- Agree the draft minutes within 7 days with the Chair of the meeting and CEO if appropriate
- Circulate the draft minutes when approved to the relevant Governors
- Liaison with the Academy Business Director to ensure that the annual cycle of reporting is met and that the Governing Body is fully informed of requirements of the Academies Financial Handbook, Health & Safety Reports (Accident & Incident Reporting), and any other relevant directives
- Liaison with the CEO or nominated member of staff to organise panels and other meetings on staff related matters including redundancy, discipline and grievance

2. Governance Administration

- Maintain and regularly update a database of Governors, term of office, category and contact details and ensure this is kept up to date on Get Information About Schools, and director records with Companies House (or other required sites)
- Ensure information about Governance which is required on the Academy website is kept up to date
- Manage and maintain an Office 365 Sharepoint/Governor Hub site for Governors
- Manage the Parent Governors appointment process (to include a secret ballot of Local Parent Governors if required)
- Manage written resolutions for appointment of Governors and Members
- Ensure that Governors are advised of opportunities for training and briefings and keep a record of attendance
- Advise Governors of sources of information and advice that are available

3. Other Specific Duties

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy.
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC.

Confidentiality

Maintain confidentiality at all times, acting with the utmost discretion being aware of issues where confidentiality must be maintained but also sensitive to the needs of transparent governance.

Working Pattern

As the role is essentially concerned with supporting the Governing Body the workload invariably matches the 4 to 6 cycles of meetings each year. There is some evening work. The workload will average out at no more than 1 day per week over a year.

Person Specification follows below

Person Specification

Clerk to the Governing Body

	Essential	Desirable	Assessment
<u>Qualifications</u>			
Strong Level 2 qualifications, including GCSE Maths and English at grade C (or 4) or better.	✓		Application
A-levels, first degree or equivalent		✓	Application
Other relevant qualification in education management, clerking or governance		✓	Application
<u>Experience</u>			
Experience of working as a clerk to a governing body, or working or volunteering in the education sector	✓		Application / Reference
Experience of working in an Academy		✓	Application / Reference
Evidence of ability to generate and sustain positive working relationships with others	✓		Interview / Reference
Evidence of working with Office 365		✓	Application / Interview
Experience of charity or company law		✓	Application / Interview
<u>Knowledge, Understanding and Skills</u>			
Understanding of governance	✓		Application/ Interview
Good knowledge of the context in which schools operate and of their accountability	✓		Application/ Interview
Excellent planning and organisation skills	✓		Application/ Interview
Strong numeracy, communication and ICT skills	✓		Application/ Interview
<u>Personal Qualities</u>			
Ability to build and maintain quality relationships through effective communication and professional integrity	✓		Interview
Capable of working under pressure and to deadlines	✓		Interview / Reference
Able to inspire trust and confidence in those you work with	✓		Interview / Reference
Demonstrate enthusiasm and positivity, energy and vigour	✓		Interview / Reference
Able to work both in a team and alone	✓		Interview / Reference
High levels of integrity, compassion and trust	✓		Interview / Reference