



## JOB DESCRIPTION

JOB TITLE:	Clerk to Wildern Academy Trust and Wildern School Governing Body
GRADE	Grade C
WORKING WEEKS/ HOURS:	39 weeks; 5 hours per week plus additional as required. Some flexibility may be required to work some hours during the school holidays in place of term-time hours.
TIMES WORKED:	Exact working hours to be agree upon appointment (to include some evening work)
BASE:	General Office and some working from home

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** To be appointed

**Reports to:** Chair of Governors and Headteacher

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### GENERAL STATEMENT

To represent Wildern School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

To provide a high quality professional clerking service to the Academy Trust and the Wildern School Governing Body.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

#### MEETINGS

- To provide a confidential Administration, PA and support service to the Academy Trust and Wildern School Governing Body working with the Chair of Governors and Headteacher.
- To prepare documentation as required for the Trustee and Governors' meetings ensuring deadlines are met.

- Ensure effective communication with Trustees and Governors e.g. agenda and minutes circulated ahead of meeting and arrange link governor visits.
- To take accurate minutes for all Trustee and Governors meetings.
- To produce draft minutes for approval by the Chair of Governors and Trustees.
- To copy and circulate final approved minutes to all members as appropriate.
- To ensure prompt and efficient filing system of minutes and documents is maintained.
- Ensure appropriate Trust and Governors minutes and documents are placed on the VLE.
- To produce a calendar of dates for the Trust and Governing body meetings throughout the year.
- To follow up the decisions of the Trustees and Governors or ensure that this is done.

## **MEMBERSHIP**

- Maintain copies of terms of reference and membership of committee and working parties.
- Maintain an up-to-date record of names and addresses of Trust, Trust members and Governing Body members, and their terms of office.
- Record the attendance of Trustees and Governors at the meetings.
- Advise Trustees and Governors of the expiry of their term of office.
- Advise the Governing Body of non-attendance of Governors and warn the Chair or any Governor of the danger of being disqualified for non-attendance.
- Advise the Governing Body of vacancies and inform the chair and Headteacher of any resignations or appointments and ensure that action is taken to fill a vacancy.

## **ADVICE**

- Act as first point of contact for Trustees and Governors' procedural questions.
- Ensure new Trustees and Governors have the essential documents and information regarding training and induction.
- If required, take part in training and development of Governor skills
- Act as correspondent on behalf of the Trustees and Governing Body if requested to do so.

## **INFORMATION**

- Maintain records of correspondence and DfE documents.
- Advise on, or obtain advice and information for the Trust and Governing Body as required.
- Keep up to date with current developments and legislation affecting all areas of school governance and be prepared to share knowledge with the Governing Body.
- Ensure the Academy Statutory Books are kept up to date.

## **ADDITIONAL DUTIES**

- To undertake other responsibilities as mutually agreed between the Clerk, Trust and Governing Body
- To Clerk the Trust and Governing Body committees as requested.
- Clerk other meetings as required.
- If required, run the elections of parent and teacher governors.
- Assist with the organisation and clerking of the parent's meetings.
- Set up and clerk governing body hearings, interviews and appeals.
- Maintain other Governor's files including school policies and other school documents.
- Assist with the preparation of any governing body reports including those for parents.
- Maintain a Governors library.
- Ensure statutory filing deadlines are Companies House are met.
- Assist in the preparation of and maintain a Governors handbook.

- Prepare a cyclic schedule of agendas for governing body and its committees.
  - Undertake the Company Secretary role in conjunction with the School Business Manager.
  - Such other duties as may be reasonably allocated or directed within the purview of the post.
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## NOTES

- The School and site is open between the hours of 8 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work/designated lunch times may be subject to change for operational reasons.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Personnel Officer and Head of School to enable records to be kept.
  - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
  - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
  - In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Head of School may grant leave (unpaid or time made up in lieu)
    - (a) Overtime has been worked by agreement with the Head of School.
    - (b) To attend a special event e.g. graduation.
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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Head of School.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By: