



## DRAFT

### JOB DESCRIPTION

JOB TITLE:	Clerk to Wildern Academy Trust Local Governing Bodies
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 agreed upon appointment (to include some evening work)
BASE:	General Office and some working from home

#### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** To be appointed

**Reports to:** Governance Professional

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#### GENERAL STATEMENT

To represent Wildern Academy Trust 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 Wildern Academy Trust and the Local Governing Bodies.

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#### RESPONSIBILITIES/ACCOUNTABILITIES:

##### MEETINGS

- To provide a confidential Administration, PA and support service to the Academy Trust and Local Governing Bodies working with the Governance Professional.
- To prepare documentation as required for Governors' meetings ensuring deadlines are met.
- To take accurate minutes for all Local Governing Body meetings.
- To produce draft minutes for approval by the Headteacher and Local Governing Body Chair.
- 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.

##### ADVICE

- 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 Local Governing Body as required.
- Maintain other Governor files including school policies and other school documents.

## ADDITIONAL DUTIES

- To undertake other responsibilities as mutually agreed between the Governance Professional and Local Governing Body.
- To Clerk Governing Body committees as requested.
- Assist with the organisation and clerking of the parent's meetings.
- If required, run the elections of parent and teacher governors.
- Assist in the preparation of and maintain a Governors' handbook.
- Assist with the preparation of any governing body reports including those for parents as required.
- 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 Governance Professional.

Date Prepared:
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Prepared By:

Date Reviewed:

Reviewed By: