



Clerk to Local Governing Board

Chellaston Academy, Chellaston, Derby

49 Hours Annually 7 meetings per year, 39 weeks per year

Part Time, Permanent

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at Chellaston Academy, Chellaston, Derby. Chellaston Academy is an 11-18 comprehensive school where we aim to equip our students with the values, attitudes, skills and knowledge that bring success in future employment.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

Chellaston Academy, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like to be part of this exciting school community, please visit www.quegsmat.com where you can apply via TES.

Closing date for applications: 15th July 2021

Interview date: 19th July 2021

Salary: Scale 3 £19,312 - £19,698 FTE (pro rated £414.36 - £422.6 per annum)

Start date: TBC



Post Title:	Clerk to Local Governing Board
Responsible to:	Chair of Local Governing Board
Scale:	3
Annual Hours:	49
Meetings per year	7

Core Purpose:

To advise and support the Members and Board of Chellaston Academy Local Governing Board on the proper exercise of their powers, ensuring that each Committee or Board is conducted smoothly and efficiently and follows agreed and proper procedures and legislation

Duties and Responsibilities:

- Work with the Chair and Headteacher to develop the annual calendar of governing body meetings and tasks.
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner.
- Ensuring that board papers are clear and accurate, and that minutes capture discussion points and actions.
- Evaluating administrative procedures to ensure effectiveness and adapting these where necessary. Including the maintenance of governor documentation on the chosen information platform
- Preparing thoroughly for meetings and ensuring outstanding action points are acted on.
- Maintaining, or assisting in the maintenance of accurate registers and training logs.
- Establishing efficient records and management procedures.
- Advising the board when trustees' terms of office end and assessing the effect this will have on the board's skills mix.
- Establishing and administering procedures for filling vacancies on the board.
- Keeping a record of governors' attendance and active contribution to meetings.
- Checking that meetings are quorate, and if not providing appropriate advice on how to proceed.
- Supporting the chair in identifying priorities and upcoming issues when planning meetings.
- Finding appropriate information for the board and checking the credibility of any sources.
- Keeping the board updated on changes to legal or statutory requirements and being a source of advice and guidance on academy governance and procedural matters to the Local Governing Board.
- Accessing third-party guidance on behalf of the board where necessary.
- Keeping the board informed about training and development opportunities.
- Helping the board to create a culture in which challenge is welcomed.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Advise the board on succession planning of all roles
- Supporting the board when carrying out evaluation exercises.

- Advising on conflicts of interest, and how to manage and avoid these.
- Challenging the board if concerned about non-compliance or the conduct of meetings.
- Escalating concerns where necessary to the appropriate party.
- Flexible to attend and minute ad hoc meetings as required
- Remaining committed to improving own performance and taking advantage of opportunities attend training and development activities.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post



Person Specification

	Essential	Desirable	Evidence A – Application I – Interview
Qualifications	<ul style="list-style-type: none"> Relevant IT qualifications or experience (RSA/ECDL/CLAIT or equivalent) Good pass GSCE Maths & English (or equivalent) 		<p>A</p> <p>A</p>
Skills	<ul style="list-style-type: none"> Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board Possesses excellent time management and organisation skills and can maintain a high standard of work under pressure and manage busy meeting schedules Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation Understands how and when to escalate concerns if necessary Confidently judges which discussion points to record, indicating governors' challenge of the school 		<p>I</p> <p>A I</p> <p>AI</p> <p>AI</p> <p>AI</p>
Knowledge	<ul style="list-style-type: none"> Understands the importance of the board adhering to and promoting the school's internal procedures Is aware of the board's duties under legislation and statutory guidance Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these 	<ul style="list-style-type: none"> Knowledge of the terminology used within the education environment Is able to clearly explain difficult concepts, including information on the board's legal duties 	<p>AI</p> <p>AI</p> <p>AI</p>

Experience	<ul style="list-style-type: none"> Has prior experience of clerking or a similar role Experience of minute-taking and document production Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business 	<ul style="list-style-type: none"> Experience in clerking for governors/trustees 	A A AI
Personal Qualities	<ul style="list-style-type: none"> Has a positive approach with others, can lead others when required and takes a proactive style to his/her work 		I
	<ul style="list-style-type: none"> Can build and maintain effective working relationships with key figures, both on the board and in the wider school community 		AI
	<ul style="list-style-type: none"> Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities 		AI
	<ul style="list-style-type: none"> Understands the principles of confidentiality and applies this to own work and that of the board 		AI

I have received, reviewed and fully understand the job description for Clerk to the Governors. The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties that are reasonably asked of you.

This job description is designed to reflect duties currently incorporated in this post which may change as the role and the Trust evolves. Any such changes will be fully discussed.

Signature _____

Date _____

PRINT NAME _____