

**Ashmole Academy Trust**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Clerk to Board of Trustees
<b>GRADE:</b>	point 34 £10,370 (for 14 hours per week term time )
<b>PURPOSE OF JOB:</b>	Provide advice to the board of trustees on governance, constitutional and procedural matters. Provide effective administrative support to the trustee board. Ensure the board of trustees is properly constituted and manage information effectively in accordance with legal requirements
<b>RESPONSIBLE TO:</b>	Chair of Trustees. The CEO/Headteacher will ensure and maintain regular contact and communication
Hours of Work	14 hours per week, 39 working week (This is a flexible role 14 hours per week will include attendance at all evening meetings – at least 12 per year)

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**EMPLOYMENT DUTIES:**

**Provide advice to the trustee and governing body**

1. Advise the trustees on governance legislation and procedural matters where necessary before, during and after meetings.
2. Act as the first point of contact for trustees and governors with queries on procedural matters.
3. Keep abreast of developments in company/school law and other legislation.
4. Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the board of trustees.
5. Inform the trustees of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
6. Offer advice on best practice in governance, including on committee structures and self-evaluation.
7. Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff .
8. Advise and plan on the annual calendar of trustee and governing committee meetings and tasks.
9. Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
10. Contribute to the induction of trustees and governors taking on new roles, in particular chair or chair of a committee.

**Effective administration of meetings**

11. With the chair and CEO prepare a focused agenda for the trustee and governing committee meetings and formulate agendas.
12. Attend all trustee meetings.

13. Take responsibility for the arrangements of all trustee and company meetings including booking venues arranging catering etc.
14. 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. Ensure meetings are quorate Record the attendance of trustees and governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees/governors of the date of the next meeting.
15. Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the.
16. Circulate the reviewed draft to all trustees within the timescale agreed.
17. Follow-up any agreed action points with those responsible and inform the chair of progress

### **Membership**

18. Advise trustees in advance of the expiry of trustees and governor's term of office, so elections or appointments can be organised in a timely manner;
19. Monitor vacancies, communicate to the Chair, check the eligibility of membership in accordance with the Article of Association and arrangement selection of new members.
20. Manage the election process for staff and parent elections.
21. Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
22. Maintain a register of trustee and governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school.
23. Ensure Disclosure and Barring (DBS) has been carried out on any trustee or governor when it is appropriate to do so.
24. Maintain a record of training undertaken by members of the trustee and governing committee; and
25. Maintain trustee and governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
26. Advise the trustee body on succession planning (of all roles, not just the chair)

### **Manage Information**

27. Maintain up to date records of the names, addresses and category of the trustee board and governing committee members and their term of office, and inform the trustee and governing committee and any relevant authorities of any changes to its membership.
28. Maintain the components of the constitution, including the Memorandum and Articles of Association, Code of Conduct and Scheme of Delegation.
29. Ensure statutory record such as Company Registers, Registers of interest are available for public inspection along with the records of meetings (agendas, papers, minutes etc.) as appropriate.
30. Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
31. 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;
32. Maintain records of trust board correspondence.
33. Ensure copies of statutory policies and other school documents approved by the board of trustees are kept in the school and published as agreed.

34. Ensure the governance section of the website is correct and updated as necessary.

**Personal Development**

35. Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice

36. Keep up-to-date with current educational developments and legislation affecting school governance

37. Participate in regular performance management.

38. Undertake such other duties as required by the board of trustees as required

39. To safeguard and promote the welfare of children

40. The Job Description is not rigid or exclusive and may be adjusted at any time by the Chair of Trustees to meet the needs of the Academy Trust

41. Post Holder: \_\_\_\_\_

42. Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

43. Jodescriptiondeassociate head Jan 12

## **Person Specification**

### **Key Skills**

- Good communication and literacy skills.
- Ability to gather and analyse complex material and to understand and assimilate new information.
- Ability to take accurate, concise minutes and write reports.
- Ability to organise their time and work to strict deadlines.
- Ability to work independently whilst at the same time form effective relationships with members of the school team, Trustees and Governors.
- Ability to work in an organised and methodical manner.

### **Knowledge and Experience**

- A knowledge of governing body procedures is essential.
- Previous experience in a similar role is essential.
- A knowledge of educational legislation, guidance and legal requirements would be an advantage but not essential.
- Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.

### **Personal Qualities**

- Educated to degree level
- Excellent interpersonal skills with the ability to work with a wide range of people.
- Ability to demonstrate and maintain integrity, impartiality and confidentiality.
- Flexible approach to working pattern including a willingness to work at time convenient to the governing body to include evening meetings.
- Excellent administrative skills, recognising the importance of being accurate, systematic and meeting deadlines.