



## The Flagship School

### Job description: Clerk to Trustees

#### Job details

**Salary:** Single Status 7 (point 18 – 19, £22,299 - £22,944) pro rata per annum

**Hours:** 190 clerking hours plus 10 hours training per annum

**Contract type:** Part-time

**Reporting to:** Chair of Trustees

**Location:** Remote meetings are undertaken at all times via Zoom / Teams.

#### Main purpose

The Board of Trustees are looking for someone who is reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be confident in the use of Microsoft Word, Excel and email and have access to a computer and the internet.

#### Duties and responsibilities

Responsibilities will include working effectively with the chair of governors, headteacher and other governors to secure the continuity of governing board business. To advise on procedural and legislative matters to ensure the Governing Board works to the legal framework. An understanding of confidentiality is essential for this role.

Keep up to date with current educational developments and legislation affecting school governance, advise the GB at meetings as appropriate and, if necessary, prepare briefing papers for governor.

Tasks include producing, collating and distributing the agenda and all supporting papers to all members of the board of trustees so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by email or secure portal. Attendance at meetings and minute taking; maintaining a business calendar including policy reviews.

Record the attendance of governors at meetings and advise the governing board on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.

Undertake any other tasks commensurate with the grading of the post. This may include duties which are expected where a substantive clerk is in post. Such duties should be agreed with GCS and the locum clerk.

It is recommended that applicants either hold a relevant award (BTEC level 3 in Clerk to the Governing Board or equivalent) or be prepared to work towards the East Sussex Clerk to Governors Accreditation Scheme.

To apply for a recruitment pack or initial discussion, further information or a tour of the school please contact:

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>English and Maths GCSE at grade C (or equivalent) or above.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Proven similar experience in an educational or other relevant setting</li><li>Experience of producing documents of a high standard.</li><li>Experience of undertaking a range of clerical and administrative duties, including data input</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>An excellent and current understanding of using a Management Information System and be able to competently use the school's systems.</li><li>Strong English skills.</li><li>Sound knowledge of Word and Excel.</li><li>Computer literate.</li><li>Able to prioritise workload and multi-task under pressure.</li><li>Knowledge of administrative process of a school.</li><li>Attention to detail.</li><li>Excellent communication skills.</li><li>Knowledge of school policies including Child Protection, Health &amp; Safety and Equal Opportunities</li><li>Ability to show sensitivity and objectivity in dealing with confidential issues</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>Enthusiastic</li><li>Professional</li><li>Friendly</li><li>Calm</li><li>Sense of humour</li><li>Flexible</li><li>Willing to take on a range of tasks</li><li>Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2022

**Next review date:** May 2023

**Principal/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_