

Job Profile: Clerk to Trustees Grade D	
Job Purpose	<p>Accountable to the Chair of Trustees, working effectively with the Trustees, Members, CEO, Local Governing Bodies and Headteacher across Horizon MAT.</p> <p>The clerk will be responsible for advising the Academy Trust on constitutional matters, duties and powers to ensure the Academy works effectively within the current legislative framework.</p> <p>The hours for this role are not fixed due to the nature of the post. The post holder will be expected to work approx. 10 hours a week in the central office over 38 weeks with a further 228 annualised hours to be work flexibly where you will be expected to attend all evening and daytime trustee and local governor meetings and producing minutes whilst working at home.</p>
Decision Making	<p>The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a manager. Little close supervision is necessary beyond that provided by working arrangements and methods.</p>
	<p>Job Duties:</p> <ul style="list-style-type: none"> • To ensure the Trust remains compliant with its constitutional requirements, (including those relating to the Memorandum and Articles of Association, the rules and regulations made under the Articles, Terms of Reference, the relevant Education Acts, the Funding Agreement with the Department for Education, the Charities Commission and requirements related to registration with Companies House). • To ensure that Trustee and Local Governor information on the websites is current and compliant with DfE requirements, as required • To continually review all legislative, regularity and governance developments that might affect the decision making process whilst supporting Local Governors, Trustees and Members in understanding and adapting to new national and organisational requirement • To provide effective administration advice and support to the Trust and Local Governors at board meetings and to access appropriate legal advice, support and guidance where appropriate • To Liaise between Local Governors, Trustees and Members and advising them of the proper exercise of their powers <p>Meetings:</p> <ul style="list-style-type: none"> • To prepare Trust and Local Governing Body Agendas • To work effectively with the Chairs and CEO/Headteacher before meetings to prepare Trust agendas and ensure they are produced, collated and distributed along with papers, ensuring board members receive them 7 days prior to the meetings • To record attendance, minute and record actions and timescales as agreed and advise board members on governance legislation and procedural matters as necessary • To prepare accurate draft minutes and submit to Chairs/Headteachers/CEOs for amendment/approval and then issue to board members within the agreed timescale • To liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions • To chair that part of the meeting where the chair is elected <p>General and School Responsibilities:</p> <ul style="list-style-type: none"> • Ensure the Terms of Reference for all committees are reviewed annually • Maintain records of minutes, policy review, correspondence and terms of office • Ensure private and confidential data is kept secure and disposed of in the appropriate manner • To act as the main point of contact for each governing body, including for such items as resignations, nominations, notice of admission and exclusion appeals, complaints etc. • To carry out other duties pertinent to the scope of the post as directed by the CEO, Headteacher, Chair, Governor or Trustee

Demands	<p>The post holder will be required to attend meetings and ad hoc panel meetings, working at home to produce agendas, minutes and other clerking tasks. A laptop will be provided.</p> <p>On occasion meetings may be held at other schools within the trust.</p>
Working Condition	Exposure to disagreeable environments or unpleasant people-related behaviour will be very rare.
Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of governance legislation and procedures • Demonstrable administrative and secretarial experience • Knowledge of current educational developments and legislation affecting school governance • Knowledge of working with ICT tools such as Word and Excel <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of having undertaken the National Training Programme for Clerks • Previous experience of having updated websites
Skills and Technical Competencies	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> • Interpret information and situations related to governors' meetings and events, e.g. deciding when it is necessary for the Chair to be informed of an issue, and making necessary recommendations if appropriate • Have effective verbal and written communication skills in order to advise and guide the Board on issues • Have advanced keyboard skills in order to produce documentation using speed and precision (e.g. accurate meeting minutes) • Have general IT skills in order to use a word processor and store documents appropriately
Corporate Standards	<p>Contribute to and support the overall aims and ethos of the schools and the Trust.</p> <p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation</p>