

JOB DESCRIPTION

Post Title	Clerk to IEB/Academy Committee
Salary Scale / Grade	Scale 4 - SCP 7-11
Primary Workbase	Carisbrooke College
Hours per week	6 meetings per year; 7 hours per meeting, plus admin time (flexible)
Contract type	Casual
Reporting to	Governance Lead

Meetings

To support the effective running of meetings by:

- Working with the chair and headteacher to prepare focused agendas for the Academy Committee meetings
- Ensuring papers are collated and distributed in a timely manner
- Recording attendance/apologies and advising on quoracy
- Taking appropriate action in relation to absence
- Draft minutes of meetings for approval by Chair of the meeting including an action log
- Arrange distribution of minutes within agreed timescale
- Monitor and follow up actions from action log
- Advise Academy Committee on process and procedure, as required

Administrative and organisational support

- Maintain membership records including term of office, contact details, attendance and register of business and pecuniary interests
- Arrange any necessary skills audit
- Maintain the school-based Policy Review Schedule
- Maintain governance communication portal
- Liaise with Governance Lead in providing papers for the Board of Trustees, as required
- Contribute to coordination of learning and development opportunities for governors
- Liaise with Governance Lead on Academy Committee recruitment and induction processes

People and relationships

- Develop and maintain effective working relationships with the Chair, Headteacher, Academy Committee Members and the Governance Lead

Personal development

- Undertake appropriate and regular training and development to maintain knowledge and develop practice
- Keep up to date with current education developments and matters affecting school governance

Additional services

- Provide meeting support for additional meetings as required

- Perform such other reasonable tasks as may be requested by the Governance Lead, from time to time

Support for the Trust

At an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects of school life, appreciating the role of other professionals .
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare.
- Be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy.
- Support the Finance department by undertaking other tasks when required.
- Contribute to the overall ethos/work/aims of the Trust.
- Drive forward own personal development aligned to Trust strategy and agreed individual objectives, proactively participating in Trust's performance development approach .

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed change.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

- GCSEs at Grade 4 / C or above in English and Mathematics, or equivalent
- NGA clerking qualification or equivalent

EXPERIENCE

- Experience of taking minutes
- A range of experience working in an office environment
- Experience of dealing with confidential work
- At least two years' experience of working in an educational setting
- Day-to-day experience and competence using Google Docs, Google Sheets, Google Mail, and database systems
- Experience of working with Arbor

KNOWLEDGE AND UNDERSTANDING

- Understanding the need for confidentiality, tact, and discretion
- Understanding and experience of key safeguarding principles

SKILLS AND ABILITIES

- Excellent listening, oral, and written literacy skills
- Ability to write agendas and minutes clearly, accurately, and concisely
- Ability to organise own time and meet deadlines
- Ability to organise and support meetings
- Accurate record keeping of governing body data and documentation
- Knowledge of the roles and responsibilities of the governing body
- Knowledge of governing body procedures
- Knowledge of Equal Opportunities and Human Rights legislation
- Knowledge of Data Protection legislation and GDPR
- Ability to prioritise work, manage competing deadlines, and use initiative in a variety of situations
- Experience of constructively challenging own work and that of others to improve performance
- Conscientious and positive approach to work

PERSONAL QUALITIES AND ATTITUDES

- Self-motivated with the ability to use own initiative
- Good timekeeping
- Ability to maintain confidentiality and impartiality
- Flexible approach to working hours, including evenings
- Openness to learning and change
- Strong interpersonal skills
- Capacity to learn new skills, use initiative, and implement new ways of working
- Willingness to participate in CPD and ongoing training
- Evidence of integrity, conscientiousness, adaptability, and optimism
- Ability to act discreetly and professionally at all times
- Calm, approachable, and solution-focused disposition
- Ability to work independently, show initiative, and make things happen
- Ability to maintain high-quality professional relationships
- Excellent attention to detail and presentation skills
- Willingness to engage in further training and development