



## JOB DESCRIPTION

<b>Job Title:</b>	Clerk to Academy Committee, Excalibur Academies Trust
<b>Responsible to:</b>	Chair of Governors
<b>Job Purpose:</b>	Clerking support to Academy Committee meetings
<b>Hours:</b>	2.5 hours/week term time only
<b>Salary:</b>	SCP 14 – 17 (£12.17 – 12.91/hour)

### Main duties and responsibilities

1. Attend and support meetings of the Academy Committee
2. Work with the Chair and if appropriate the Principal or nominated deputy on the agenda and the supporting papers for each meeting at least 14 days beforehand
3. Liaise with those preparing papers to ensure that they are ready on time, upload the agenda and papers to meeting participants at least five days prior to the meeting
4. Ensure meetings are quorate
5. Record the attendance at all meetings; notify Chair of patterns of non-attendance
6. Take accurate notes from which to prepare minutes
7. Draft minutes of Academy Committee meetings, indicating who is responsible for any agreed action with timescales; send draft minutes to the Chair and Principal within seven days of the meeting for approval
8. Distribute approved draft to all governors and the Trust
9. Follow up any agreed action points with those responsible and keep the Chair informed of progress
10. Maintain an electronic record of signed minutes of Academy Committee meetings
11. Ensure that the Chair and governors agree and publicise dates of future meetings

12. Ensure a suitable room is available for the meeting
13. Ensure that business interests are declared at each meeting
14. Maintain an up-to-date record of Governors' contact details, category of governor and term of office and inform the Academy Committee, Trust and diocese (church schools only) of any membership changes
15. Ensure governor information on Get Information About Schools is maintained
16. Be responsible for the Parent Governor appointment process, including the advertisement of vacancies through appropriate media and, if necessary, the organisation of a secret ballot of all parents
17. Be responsible for the Staff Governor appointment process, including the advertisement of vacancies and, if necessary, a secret ballot of all staff
18. Obtain ratification from the Board of Directors for all appointments and elections to the Academy Committee
19. Ensure that the school meets its statutory obligations to publish policies and other documents on the website
20. Governor panels – support panels as required (disciplinary and complaints)
21. Advise on procedural matters where necessary during meetings
22. Advise on sources of relevant advice and information
23. Provide new governors with an induction pack
24. Provide all governors with access to relevant training and maintain records
25. Distribute relevant communications from third party sources as required
26. Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information
27. Ensure that all new governors are DBS checked within 6 weeks of appointment
28. Circulate approved Link Governor reports to all governors
29. Undertake statutory training annually & attend Clerk meetings
30. Provide ad hoc support to Chair as required

## Person specification

Applicants will be required to meet / demonstrate the following specifications:

### Essential

### Desirable

#### Qualifications

5 A-C grade GCSE's or equivalent

Further or higher qualifications  
Shorthand

Microsoft Office software applications

#### Knowledge and experience

Management of specific areas of work  
ICT literate

Experience of governance  
Minuting meetings  
Experience of working in an educational environment

#### Personal qualities

Excellent communication skills  
Excellent organisational skills  
Positive outlook  
High expectations  
Initiative, self-start and motivation  
Ability to work in a team and alone  
Positive attitude to personal development and training

Good sense of humour

#### Other

Role requires lone working  
Evening work required  
Driving licence and use of a car for work

*Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.*