CLERK TO THE TRUST BOARD FOR THE SDLT AND LOCAL GOVERNING COMMITTEES OF RATTON SCHOOL AND OCKLYNGE JUNIOR SCHOOL

Position:
Permanent/Part-Time

Hours:
0.27fte - approximately 520 hours per annum

Salary:
LPSSS Grade 7, points 18-19 starting on £21,702 gross (pro rata)

Closing date for receipt of applications:
Midday on Monday 4th November
Dear Applicant,

We are very pleased that you are considering applying for the post of Clerk to the Trust Board and Local Governing Committees for the South Downs Learning Trust (SDLT). I hope our application pack is clear and informative and gives you a sense of our high aspirations for all students.

The Trustees are seeking to appoint a highly motivated, dedicated and forward thinking Clerk to join us at an exciting phase in our development. In December 2017, Ratton School formed a multi-academy trust (MAT), the South Downs Learning Trust, with Ocklynge Junior School. The vision for the new MAT is to develop outstanding provision for all children.

The Clerk will work with 3 distinct governance groups -

1. The Trust Board for the SDLT.
2. The Ocklynge Local Governing Board.
3. The Ratton Local Governing Board.

The main purpose of the Clerk’s role is to:

- Provide professional advice to the Trust Board and Local Governing Committees on governance, constitutional and procedural matters.
- Provide effective administrative support to the Trust Board and Local Governing Committees including minute taking and convening meetings.
- Ensure the Trust Board and Local Governing Committees are properly constituted.
- Manage all Trust Board and Local Governing Committees information effectively in accordance with legal requirements.
- Provide support to the Trust Board and Local Governing Committees in order to meet all of their statutory duties.

The successful applicant will need to be flexible as the post requires a combination of regular working hours and some evening work across the calendar year. The Trust will support the successful applicant to develop their skills which will include access to the Clerk’s Accreditation Programme. Pay is on LPSSS Grade 7, point 19 = £21,463 gross (pro rata).

If you decide to apply for this post please use the information provided and your own expertise to complete the application form which can be downloaded from www.ratton.co.uk/Vacancies or www.ocklynge.co.uk/vacancies.html and return to Mrs Barrow, Executive Assistant SDLT, at lbarrow@ratton.co.uk by the closing date.

I look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join the South Downs Learning Trust.

Huxley Knox-Macaulay
Executive Headteacher
ADDITIONAL INFORMATION FOR CANDIDATES

Application Procedure
1) Read carefully all the information about this post.
2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
3) In section ‘details in support of your application’ please tell us:
   a) Why you are applying for this post.
   b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Appointment Process
1) Suitable applicants will be shortlisted for an interview.
2) If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.

Pre- Employment Checks
The successful applicant will be required to:
1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2) Provide proof of all relevant qualifications.
3) Provide proof of eligibility to work in the UK.
4) Undertake an Enhanced Disclosure and Barring Service check including List 99 check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered ‘spent’.
5) Complete a Health Declaration form and New Starter Health Assessment Questionnaire.

Conditions of Service
Employment is subject to a number of pre-employment checking procedures - these are given above. The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities and Child Protection
The South Downs Learning Trust (SDLT) is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The SDLT is opposed to any form of discrimination against any individual or group and welcomes the fact that our schools include a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The SDLT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The SDLT Child Protection & Safeguarding Policy can be found at www.ratton.co.uk/about-our-school/policies-procedures/ or www.ocklynge.co.uk/policies.html
JOB DESCRIPTION

Main Purpose of the Job
To be responsible for advising the multi academy trust (MAT)/Local Governing Committee (LGC)’s on constitutional and legal matters, duties and powers, and will work within the broad current legislative framework. The clerk will secure the continuity and management of Trustee and LGC business and observe confidentiality requirements. To advise on procedural and legislative matters to ensure the Governors work to the legal framework.

Working Pattern
The demand for this role will require approximately 520 hours for the academic year. These hours are to be worked on an annual basis, as there will be more demand in some weeks than others. This role includes clerking at the Board, LGC and policy meetings and therefore will involve some evening work.

The hours will be used as follows:

Trust Board:
6 full trust board meetings.

Local Governing Committees:
There will be 6 committee meetings in each school.

Policy meetings:
There will be 6-8 policy group meetings per year.

Time will be used to keep up-to-date with current educational developments and MAT governance. There will also be a requirement to attend other meetings as arranged and to perform administration duties as required and attend clerk training sessions and other professional development opportunities within your working hours.

The role and hours may grow as other schools join the Trust.

Specific Responsibilities

• To clerk the South Downs Learning Trust (SDLT) meetings to include LGC meetings and MAT Board of Trustee meetings (and Member general meetings if requested).
• To clerk other ad hoc meetings (e.g. disciplinary and internal appeals panels) as may be required during the course of the year.
• Liaise with the Executive Headteacher, Chair of the Board, and Chairs of LGC’s about the agenda for each meeting at least 2 weeks before the meeting date.
• Keep an up-to-date list of member Trustees, Governors and Members, their terms of office, DBS status, vacancies and a list of committee membership. The list of Governors/Trustees should include link responsibilities with individual school departments and areas of the school and their contact member of staff if necessary.
• To give proper notice of any meeting by emailing the agenda, minutes of the last meeting, and any other papers at least 7 days before the meeting.
• To be responsible for taking the minutes of all Academy Trust Meetings, committee meetings and meetings of the Member Trustees and to circulate a draft set of minutes for comments within one week of the meeting being held. Distribution of papers to be done by the methods agreed by the governing body.
• Work effectively with the Chairs of Committees to prepare an effective agenda for the relevant committee. Distribute agendas and relevant papers to the appropriate committee members in the agreed manner at least 7 days before the scheduled meeting.

• Attend full governing body and committee meetings as appropriate and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required.

• To keep a record of Governor attendance at all meetings, to monitor that a meeting remains quorate (notifying the meeting chair if a meeting ever becomes non-quorate). To notify the Chair of Trustees of any likely disqualifications by reason of consistent non-attendance.

• Circulate Governor visit reports to all Governors once approved by the link member of staff and appropriate Trustee member, keeping a record of the visits and recirculating to LGC Governors with papers for meetings if requested.

• Maintain a central inspection file of signed minutes and papers for the SDLT, LGC meetings and meetings of the Members. To be responsible for responding to formal requests for the disclosure of such minutes and to comply with the requirement to copy documentation over to the Department for Education.

• Be responsible for ensuring that the member, Trustees and Governor information on the schools websites remains up-to-date and that the relevant member of staff in both schools is emailed with such changes as may be required from time to time.

• Maintain a record of member, Trustee and Governor training, both undertaken individually and as a full Governing Body. To ensure that all new Trustees/Governors receive suitable induction training and are assigned a mentor.

• Ensure the Register of Business Interests is checked and updated every autumn term.

• Ensure that statutory policies are in place for the MAT and that a file is kept in the schools of policies and other school documents approved by the governing committees.

• Maintain a policy review cycle and advising the governing body accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time.

• Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of SDLT services.

• Be responsible for the prompt circulation of updates from the Local Authority and Governor Support.

• Ensure the terms of reference for all SDLT committees are reviewed annually.

• Manage any elections for Chair/Vice Chair of the Board of Trustees and LGC’s.

• Contribute to the production of a governing body year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Board of Trustees and LGC’s.

• Provide an advisory role for Governors/Trustees and keep all Governors/Trustees up-to-date on matters concerning school governance and their obligations as trustees.

• Be familiar with the Articles of Association and Academy Funding Agreement and any other key compliance documents (eg within the Academies Handbook) and ensure that the conduct of all meetings comply with these.

• Keep under review the terms of office for all Governors/Trustees and to prompt the Executive Headteacher and Chair of Trustees 3 months in advance of a term of office coming to an end.

• Receive any resignations from the Trustees/LGC’s. Maintain records of governing body correspondence.

• Act as a main point of contact for the LGC’s, including for such items as governor nominations, notice of admission and exclusion appeals etc.

• Apply consistently the principles of Equal Opportunities, as embodied in the SDLT’s policies and practices throughout the duties outlined above.
- Comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person (e.g., Chair and/or Executive Headteacher).
- To keep in regular contact with the Executive Headteacher and Chair of Trustees and to assist with any other tasks in relation to the governance of the schools as may be required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.