

Job Description

Job Title	Casual Governance Clerk
Grade/Salary	£120 per meeting
Reporting to	Trust Head of Governance

Job Purpose

- To provide a professional Governance support service to the Trust's School Performance Review Boards (SPRB's).
- To ensure that all SPRB meetings are provided with the effective administrative support that they need to fulfil their responsibilities.
- To manage the 'professional workload', ensuring work is organised, prioritised and delivered according to expectations and time.
- To promote the vision and values of Ponterfract Academies Trust with all stakeholders including parents, visitors, and the local and wider community.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

1. Administration of meetings

- Undertake administration of meetings, distribution and filing of information.
- Prepare agendas in accordance with the SPRB Terms of Reference and in consultation with the Trust's Head of Governance in respect of any additional agenda items/papers for inclusion.
- Ensure that all relevant paperwork is collected and circulated, with the agenda in advance of meeting dates in accordance with Trust agreed parameters.
- Record attendance at all meetings, taking responsibility for dealing with absences in conjunction with the SPRB Chair.
- Ensure all meeting are quorate where decisions are being agreed.
- Draft minutes of all meetings within 7 days of a meeting for distribution to the Chair, including who is responsible for any agreed actions and the expected timescales.
- Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, ensuring that confidential minutes are recorded and distributed in accordance with Trust procedures.
- Advise SPRB members in the event of meetings not being conducted in a proper or orderly manner, not in the spirit of effective governance, or in contravention of the expectations set out in the Trust's Governance Code of Conduct.
- Ensure draft minutes are agreed at the next available meeting and that their Chair signs to that effect.
- Ensure that signed minutes are stored in accordance with Trust record retention requirements.

2. Membership

- Chair meetings where the official Chair is to be elected, providing information and guidance on the election processes and procedures.

3. Training

- Support the management of SPRB member training by providing feedback to the Head of Governance regarding areas of training need, either observes or expressly requested.
- Issue reminders for overdue training on behalf of the Head of Governance.

4. Pattern of Working

- The ability to work at times convenient to the SPRB, as agreed in advance of the academic year.
- The ability to travel to meetings within the Pontefract area.
- Available to be contacted at mutually agreed times.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Member (by qualification) of the Chartered Institute of Personnel and Development, or equivalent National Programme for Clerks.	D	✓	
Experience				
2.	Record keeping.	E	✓	✓
3.	Information retrieval.	E	✓	✓
4.	Dissemination of governance data and documentation.	E	✓	✓
5.	Recording accurate and concise minutes.	E	✓	✓
6.	Organising meetings.	D	✓	✓
7.	Using the internet to access relevant information.	D	✓	✓
8.	Developing and maintaining contacts with outside agencies.	D	✓	✓
9.	Working in an environment where they have experience of taking initiative.	D	✓	✓
10.	Working as part of a team.	D	✓	✓
Abilities, Skills and Knowledge				
11.	Good oral and literacy skills.	E	✓	✓
12.	Strong interpersonal, organisation and communication skills.	E	✓	✓
13.	Ability to work as an individual and as part of a team.	E	✓	✓
14.	Ability to work under pressure and meet deadlines.	E	✓	✓
15.	Ability to demonstrate a high level of personal integrity and confidentiality.	E	✓	✓
16.	Knowledge of computerised systems e.g. Microsoft Office.	E	✓	✓
17.	Knowledge of governance procedures.	E	✓	✓
18.	Knowledge of educational legislation.	E	✓	✓
19.	The respective roles and responsibilities of a MAT Trust Board and it's committees.	E	✓	✓
20.	Ability to demonstrate understanding of the General Data Protection Regulations.	D	✓	✓