

Job Title: Clerk to Governing Bodies

Reports to: Chair of the Local Governing Body

Payscale: Trust Grade 5

Location: Court Lane Academies & Highbury Primary & Nursery Academy

Function of the post:

Provide professional and effective support to an Academy's Local Governing Body (LGB) to ensure they meet their obligations in accordance with the University of Chichester Academy Trust, Academy and statutory requirements. This will involve working effectively with the Local Governing Body, Headteacher, Trust and other interested parties

Ensure the administration required to ensure an effective LGB is undertaken and robust processes are in place and compliant with Trust and regulatory requirements as necessary. This will include managing annual

Principal Accountabilities:

Provide advice to the LGB on governance legislation and procedural matters, including statutory changes, acting as the first point of contact, liaising with appropriate third parties as necessary to ensure advice is accurate and current. This may include preparing briefing papers for the LGB (dependant on experience).

Contributing to the effectiveness of the LGB, provide advice on best practice on governance, including committee structures and self-evaluation, ensuring statutory policies are in place and reviewed in accordance with Trust or statutory requirements;

In accordance with procedure, manage the membership of the LGB, including maintaining a register of members and pecuniary interests, record of attendance and training, providing advice and support on the election and re-election of members, including the Chair, managing the procedure for outgoing Governors and advice on strengthening the LGB and succession planning to meet the needs of the Academy;

Support the induction of new Governors, providing and updating the Welcome Pack and contribute to the induction of Governors undertaking new roles such as Chairing a Committee or acting as Chair of the LGB.

Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Essential	Desirable	Evidence
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An ability to maintain a good attention to detail with accuracy, whilst under pressure and to conflicting demands	✓		
Experience			
Demonstrable evidence of a range of duties that are relevant to post References Undertake a high volume of tasks within tight time frames and with competing demands	✓		Application Interview References
Undertake a high volume of tasks within tight time frames and with competing demands	✓		
Writing agendas and accurate concise minutes		✓	
Clerk to a Governing Body		✓	
Personal Attributes			
An enthusiastic, supportive and diligent individual with the ability to work on own initiative whilst being part of a wider team	✓		Interview References
Ability to maintain confidentiality and deal with situations sensitively and with diplomacy	✓		
Flexible approach with the ability to work at times convenient to the local governing body, including evenings	✓		
Use of initiative and a positive approach to continual improvement	✓		