

## Job Description

<b>Job title</b>	<b>Governance Professional – Clerk to the Governors</b>
<b>Job Purpose:</b>	<b>To provide advice on governance, constitutional and procedural matters and administration support to Governing Boards within the Warriner Multi Academy Trust to ensure they are meeting statutory requirements and supporting effective governance.</b>
<b>Hours:</b>	<b>60 hours per 4 weeks as meeting schedule requires. Term time only.</b>
<b>Salary:</b>	<b>Starting range £11.73 - £12.95 per hour plus holiday pay (dependent on relevant experience)</b>
<b>Additional Notes:</b>	Based in The Warriner School Central Service building and working from home as appropriate. Flexible hours in order to attend evening meetings as required across the WMAT schools. Need to be able to travel to meetings.
<b>Responsible to:</b>	Governance Director

### Key Responsibilities

#### 1. Provide advice to the Governing Board

- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governors;
- Inform the governing board of any changes to its responsibilities as a result of changes in the Trust Scheme of Delegation or changes in the relevant legislation
- Offer advice on best practice in governance.
- Support Chair to ensure agenda is achieved; e.g. decision taken, policy approved, report agreed.

#### 2. Effective administration of Governing Board meetings

- Liaise with the Governance Director to prepare draft agendas based on the Trust Academy Committee schedule of Business and agree with Chair of Governors and Head Teacher
- Ensure meetings are correctly established including quorum
- Record attendance and absence.
- Take minutes meeting statutory requirements including highlighting Governor challenge, decisions made and agreed actions.
- Produce draft minutes within 3 working days of meeting, send to Chair to agree, before issuing to full committee and Governance Director within 10 working days of meeting.
- Follow up agreed action points with those responsible to ensure progression
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;

- Manage Governor records in accordance with Statutory and Trust requirements through Governor Hub.

### 3. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments, The Warriner Multi Academy Trust structure and constitution documents and legislation affecting school governance
- work towards achieving level 3 qualification in clerking of school and academy governing boards within 2 years of commencing employment
- Participate in regular performance management

As an employee you have legal duties too. These include;

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for you health, safety and welfare

### Governance Professional – Person Specification

Personal requirements	E = Essential D = Desirable S = Shortlist
<b>Experience and qualifications:</b> <ul style="list-style-type: none"> <li>• Ability to use Microsoft Word and Excel</li> <li>• Effective communication both verbal and written</li> <li>• Previous experience of clerking</li> </ul>	E E D
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of educational legislation, guidance and legal requirements affecting governance</li> <li>• Knowledge of the Warriner Multi Academy Trust Governance structure and process</li> <li>• Knowledge and understanding of Generalist Safeguarding legal responsibilities</li> </ul>	D D D D
<b>Skills:</b> <ul style="list-style-type: none"> <li>• Good communication skills both verbal and written</li> <li>• IT skills - Microsoft Word and Excel</li> <li>• Ability to organise time and work to deadlines</li> <li>• High standard of organisation and record keeping</li> </ul>	E E E E

<ul style="list-style-type: none"> <li>• Ability to work accurately with attention to detail</li> <li>• Ability to work with all stakeholders</li> <li>• Ability to build relationships and maintain contacts internal and external to the Trust eg Head Teachers, Trust Central Team, Local Authority, Diocesan Board of Education.</li> </ul>	E E E
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and remain calm in different situations</li> <li>• A confident, approachable, friendly and helpful manner</li> <li>• An awareness of and commitment to all stakeholders</li> <li>• Ability to use discretion and have an understanding of the importance of confidentiality</li> <li>• Adaptable and flexible</li> <li>• Be proactive, self-motivated and able to take the initiative</li> <li>• Have a positive attitude to personal development and training</li> </ul>	E E E E  E E