



# STEP ACADEMY TRUST

## STEP GOVERNANCE CLERK

### East Sussex Single Status Grade 7

Hours: Variable  
Location: East Sussex (Hailsham and Newhaven)  
Reports to: STEP Senior Governance Clerk & Company Secretary

#### **Role Purpose and Role Dimensions:**

- Provides high quality comprehensive business support to the Strategic Governing Body using appropriate technology as necessary.
- To contribute to the effective operation of the Strategic Governing Body.
- A skilled information manager who records the process and outcomes of collective decision making, stores Strategic Governing Body records and has the ability to find / obtain the information governors need in order to make informed decisions.
- A knowledgeable adviser to the Strategic Governing Body on procedural matters, and ensures that the Strategic Governing Body meets legal requirements.
- Maintains and develops effective working relationships with key personnel including Chair of Governors, governors, STEP Executive Team and STEP SLT.
- Develop and foster good relations with the Academies and act as the official channel of communication between STEP Academy Trust and the Academies and all other agencies with which the governors may interact, eg. Local Authorities.

#### **Commitment to Diversity:**

To take individual and collective professional responsibility for championing the Trust's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.

#### **Key External Contacts:**

Governor Services, Local Authorities, Other Governing Body Clerks, DfE and other regulatory bodies.

#### **Key Internal Contacts:**

Chair of Governors, Strategic Governing Body, STEP Executive Team, STEP SLT, Company Secretary, STEP Governance Team, Staff and Parents.

#### **Financial Dimensions:**

None

#### **Key Areas for Decision Making:**

- Advises the Strategic Governing Body of its statutory duties and responsibilities.
- Advises the Strategic Governing Body on governance procedure and good practice.
- Advises the Strategic Governing Body on ways of improving the efficiency of how the Strategic Governing Body works and its effectiveness.
- Uses discretion in deciding on action when responding to requests based on experience.
- Works within the governance framework but without need of direct supervision.

- Produces the evidence of Strategic Governing Body impact on school improvement.
- Decisions can have impact on the Strategic Governing Bodies and Academies.

#### **Other Considerations:**

- Strategic Governing Body meetings are mainly in the evening.
- Strategic Governing Body meetings are in various locations.
- Will work flexibly and as necessary.

#### **Administrator to the Strategic Governing Body**

This will involve:

- Setting up and maintaining systems and processes to enable the smooth running of the Strategic Governing Body, ensuring that the Strategic Governing Body work is well coordinated and well organised;
- Maintaining a database of Strategic Governing Body members, which include names, addresses, contact details, and governor category;
- Assist with producing a Strategic Governing Body year planner which includes an annual calendar of Strategic Governing Body and committee meetings together with a cycle of agenda items for meetings, and statutory items;
- Informing the Local Authority of new governor appointments, reappointments, resignations with all relevant details;
- Ensuring that new governors have access to any school induction pack and other relevant materials, including how to access the Governor's Handbook;
- Maintaining accurate records of governor terms of office including start and end dates so elections or reappointments can be organised in a timely manner;
- Maintaining accurate attendance records of all governor meetings;
- Developing and maintaining an accessible system for easy retrieval of accurate records of key governing body roles and responsibilities, including terms of references, committee memberships, standing orders;
- Ensuring that Strategic Governing Body know when statutory policies and other documents are due for renewal;
- Knowing where the electronic and / or paper file is kept in the school of approved policies and other school documents approved by the Strategic Governing Body;
- Ensuring monitoring of Academy websites to ensure relevant statutory documents are available to stakeholders;
- Maintaining records of Strategic Governing Body correspondence;
- Maintaining an electronic and/or paper file of relevant DfE and LA documents;
- Encouraging the Strategic Governing Body to use mechanisms that will increase efficiency and effectiveness when agreeing appropriate monitoring systems for the Academy improvement plan;
- Ensuring that a register of Strategic Governing Body pecuniary interests is reviewed annually, maintained termly, and stored securely within the Academies;
- Checking with the Head Teacher/Business Manager that an enhanced Disclosure and Barring Service check has been carried out on all new governors and then every 3 years;
- Ensuring all confidential items are disseminated to only those applicable and not made available as part of the public record;
- Filing, storing, archiving and disposing of Strategic Governing Body documents, in keeping with the freedom of Information regulations, governance regulations and document management requirements;

- Researching, collating and presenting information to governors as requested;
- Assisting in the preparation of reports and briefing papers on a wide range of issues for the Strategic Governing Body as directed by the Chair of Governors;
- Using ICT hardware and software and contributing to the coordination and production of management information;
- Maintaining electronic records, ensuring data protection requirements are adhered to, in a managed learning environments or equivalent eg Fronter and the Academy/ STEP website;
- Operating systems to quality check own work to produce a very high level of accuracy and quality;
- Raising any concerns or queries with the Chair of Governors to clarify accuracy and requirements;
- Ensuring urgent work is completed within the given timeframe.

Provide legislative and procedural advice to the Strategic Governing Body and its Committees by:

- Liaising with the STEP Company Secretary and Trust staff so as to provide guidance on governance legislation and procedural matters;
- Ensuring that governors are provided with relevant briefing documents including induction materials, Trust documents and legislative information;
- Ensuring compliance with all required policy and procedures;
- Ensuring that the recruitment of governors complies with the requirements of the Trust's Governance Framework.

### **Information Manager to the Strategic Governing Body**

This will involve:

- Having access to appropriate legal advice, support and guidance;
- Advising the Strategic Governing Body on how best to meet the requirements of the school governance regulations;
- Supporting and providing advice about the appropriate recording of confidential information in minutes;
- Advising the Strategic Governing Body on best practice through keeping up to date with relevant legislation and legal guidance, attending clerk forums and reading;
- Informing the Strategic Governing Body of any changes to its membership;
- Advising Strategic Governing Body of governor end dates in good time in order for elections or appointments can be organised in a timely manner;
- Advising and ensuring the correct composition of the membership of the Strategic Governing Body;
- Advising the Chair of the Strategic Governing Body, Chairs of committees, the Head Teacher and individual governors on constitutional, procedural and legal governance issues;
- Advising the Strategic Governing Body of non-attendance of governors, and appropriate action that can be taken;
- Giving advice and support to governors taking on new roles such as Chair of Governors or Chair of a committee;
- Advising Head Teachers and Governors on the process of holding parent and staff governor elections;
- Ensuring the process of parent and staff elections are fair and follow governance requirements.

**Team Worker**

This will involve:

- Supporting, developing and maintaining effective communication channels between Chair of Governors, governors, Head Teacher and other members of staff;
- Creating and maintaining a system for dealing with governor enquiries;
- Responding to Strategic Governing Body enquiries where possible or referring to appropriate governor or member of Academy staff;
- Adopting a business approach to dealing with governor enquiries and related issues;
- Supporting the Strategic Governing Body to self-evaluate to enable the Strategic Governing Body to hold themselves to account for the quality of education provided in the Academies.

Other services may be delivered by mutual agreement after receiving appropriate training eg Clerking for complaint panels, pupil disciplinary panels, staff hearings and appeal panels.



## PERSON SPECIFICATION

### STEP GOVERNANCE CLERK

#### Essential knowledge:

- Knowledge of relevant governance legislation;
- Knowledge of the structure of the Academies and their communities;
- Keep up-to-date with all matters of law and changes to regulations and procedures;
- Knowledge of educational legislation, guidance and legal requirements;
- Knowledge of the protocols associated with minute taking and agenda setting;
- Able to understand and assimilate new information (eg legislation, policy etc) and translate this into procedural advice.

#### Essential skills and abilities:

- Good listening skills which include the ability to discriminate and assimilate key information;
- Good literacy skills to enable the writing of concise and accurate summaries of governors' discussions, leading to formal minutes where decisions, resolutions and recommendations are recorded appropriately and clearly;
- Ability to communicate and liaise effectively with all governors, individuals in the Academies and members of the LA;
- Good interpersonal skills which will allow the development of positive and effective working relationships with Chairs, governors, Head Teachers and Business Managers;
- Ability to time-manage deadlines effectively, allowing the production of agendas, minutes and other documentation within the required timescales;
- Ability to keep, maintain and evaluate important systems and records relating to governors' data; ensuring that governors and relevant partners are in receipt of relevant documentation and information;
- Ability to keep Governors fully up to date with records and information, particularly changes in regulations which necessitate review of policy documents within the Strategic Governing Body
- Ability and willingness to share good practice with colleagues;
- Ability to maintain confidentiality;
- Ability to produce an impartial record and give impartial advice;
- Prepared to answer and support governors with queries and requests for information and advice between meetings;
- Open to learning and change;
- Ability to demonstrate tolerance and patience, with an understanding that the Academy communities are made up of a diverse set of individuals;
- Willingness and ability to be contacted to convene meetings etc;
- Computer literate with word processing and technology communications skills and access to a working computer;
- Ability to work independently in an environment when professional advice and support may not be available;
- Ability to work unsocial hours (defined as an example of from 18:30 hours to 22:30 hours) and be called on at short notice of 2 – 3 days to convene and attend extraordinary meetings;
- Commitment to equal opportunities in employment and service delivery;

- Commitment to maintaining and complying with Health and Safety regulations;
- Understanding of the principles of good customer service and an ability to put these into practice for providing the best possible levels of service to the Strategic Governing Body;
- Promote the STEP Academy Trust Green Commitment Policy within their duties.

**Essential experience:**

Able to demonstrate a previous history which details relevant skills and knowledge as applied in other or similar settings.

**Special conditions:**

- Able and willing to attend appropriate training and professional development opportunities;
- Able to demonstrate an ability and willingness to keep up to date with current educational developments and legislation affecting school governance via reading of circulars, information provided by the Department for Education, Local Authority, other educational websites and training opportunities etc;
- Ensure compliance with company law and charity law;
- Positive in attitude towards personal development and training;
- Enhanced Disclosure and Barring Service check required;
- A commitment to abide by and promote the Trust's Equal Opportunities, Health and Safety and Child Protection Policies;
- Awareness of Data Protection legislation

STEP Academy Trust is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.