



# STEP ACADEMY TRUST

## STEP GOVERNANCE CLERK

Hours: Annualised hours  
Contract: Permanent  
Location: Various  
Reports to: Senior Governance Clerks

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

- Provides high quality clerking and comprehensive administrative support to the Academy Committee of STEP Academy Trust using appropriate technology as necessary.
- Contributes to the effective operation of the Academy Committee.
- Ensures that the Academy Committee and Governors act in accordance with the Trust's Scheme of Delegation.
- A skilled information manager who accurately records the process and outcomes of collective decision making, stores Academy Committee records and has the ability to find / obtain the information governors need in order to make informed decisions.
- Adviser to the Academy Committee on procedural matters, and ensures that the Academy Committee meets legal requirements.
- Maintains and develops effective working relationships with key personnel including Chair of Governors, Governors, Headteachers, STEP Governance Team, STEP Executive Team and STEP SLT.
- Develop and maintain good relations with the Academies and act as the official channel of communication between STEP Academy Trust and the Academy Committee and all other agencies with which the governors may interact.

### **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, NGA, and other regulatory bodies.

### **Key Internal Contacts:**

Chair of Governors, Academy Committee, STEP Executive Team, STEP SLT, Director of Finance & Compliance, Executive Secretary, STEP Governance Team, Staff and Parents.

### **Financial Dimensions:**

None

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

- Advises the Academy Committee of its statutory duties and responsibilities.
- Advises the Academy Committee on governance procedure and good practice.
- Advises the Academy Committee on the Trust's Scheme of Delegation.
- Advises the Academy Committee on ways of improving the efficiency of how the Academy Committee 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 Academy Committee impact on school improvement.

**Other Considerations:**

- Academy Committee meetings are in various locations and mainly in the evening.
- Governance Team meeting are mainly during the day time.
- To work flexibly and as necessary.

**Academy Committee Clerk**

This will involve:

- Providing administrative support for Academy Committee meetings, recording minutes and actions from the meeting and ensuring that any actions are assigned to the correct person and completed in a timely way.
- Clerking for panel meetings including complaint panels, pupil disciplinary panels, staff hearings and appeal panels;
- Setting up and maintaining systems and processes to enable the smooth running of the Academy Committee, ensuring that the Academy Committee's work is well coordinated and well organised;
- Publishing agendas, minutes and accompanying papers and stored securely on the Trust Governor system
- Maintaining a database of Academy Committee members, including personal details, membership details, roles and responsibilities, register of interests, training and statutory records;
- Assist with producing an Academy Committee year planner which includes an annual calendar of Academy Committee meetings together with a cycle of agenda items for meetings, and statutory items;
- Processing new governor appointments, reappointments and resignations;
- Arrange new governor training and induction packs
- Assist with organising the STEP training sessions for Trustees and Governors;
- 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;
- Ensuring that Academy Committee know when statutory policies and other documents are due for renewal;
- Provide Academies with the relevant statutory documents;
- Maintaining records of Academy Committee correspondence;
- Ensuring that a register of Academy Committee pecuniary interests is reviewed annually, maintained termly, and stored securely within the Academies;
- Working with the Head Teacher/Business Advisor to ensure 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 Academy Committee documents, in keeping with the freedom of Information regulations, governance regulations and document management requirements;
- Assisting in the preparation of reports and briefing papers on a wide range of issues for the Academy Committee as directed by the Chair of Governors;
- 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, Governance Team and Executive Management Team where necessary
- Ensuring urgent work for the Academies and the Trust is completed within the given timeframe.

Provide legislative and procedural advice to the Academy Committee by:

- Ensuring that the Academy Committee operates within the Trust's Scheme of Delegation
- Liaising with the Trust and Academy Committee to provide guidance on governance legislation and procedural matters;
- Ensuring that governors are provided with relevant briefing documents including induction and training 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 Academy Committee**

This will involve:

- Advising the Academy Committee on how best to meet the requirements of the governance regulations;
- Supporting and providing advice about the appropriate recording of confidential information in minutes;
- Advising the Academy Committee on best practice through keeping up to date with relevant legislation and legal guidance, attending clerk forums and reading;
- Advising and ensuring the correct composition of the membership of the Academy Committee and ensuring appointments and elections are carried out in timely manner;
- Advising the Chairs of the Academy Committee, Head Teachers and governors on constitutional, procedural and legal governance issues;
- Advising the Academy Committee of non-attendance of governors, and appropriate action that can be taken;
- Giving advice and support to governors to enable them to carry out their roles
- 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:

- Assisting with the STEP training sessions for Governors and Trustees.
- Supporting, developing and maintaining effective communication channels between Chair of Governors, governors, Head Teacher and other members of staff;
- Working closely with the Governance Team to ensure that the Academy Committee adhere to the highest standards of good governance practice;
- Work with the Governance team to continually identify areas for improvement within the governance framework;
- Contribute to the training and development opportunities for the Governance Team;
- Creating and maintaining a system for dealing with governor enquiries;
- Responding to Academy Committee enquiries where possible or referring to appropriate person within the Trust
- Adopting a business approach to dealing with governor enquiries and related issues;
- Supporting the Academy Committee to self-evaluate to enable the Academy Committee to hold themselves to account for the quality of education provided in the Academies.



## PERSON SPECIFICATION

### STEP GOVERNANCE CLERK

#### Desired 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:

- Excellent listening skills which include the ability to differentiate and assimilate key information;
- Excellent 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, the Governance Team and Executive Team
- Good interpersonal skills which will allow the development of positive and effective working relationships with Chairs, governors, Executive Head Teachers, Head Teachers and Business Advisors;
- 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, as directed by the Trust
- 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;
- 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 Academy Committee;
- Promote STEP Academy Trust and the mission, vision and values 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, Safeguarding and Child Protection Policies;
- Awareness of Data Protection legislation.