

JOB DESCRIPTION

CLERK TO THE GOVERNORS OF MAYFIELD SCHOOL

PAY BAND: Casual rate - £20.52 per hour (approx. £2,2770 per annum)

HOURS: Approx.8 Meetings per year, to include pre-meeting preparation and post meeting follow up and general administration of the Academy Committee

REPORTS TO: Trust Chief Executive Officer (CEO)

The Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' incomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the Trust's professional development. The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

The Salterns Academy Trust comprises three schools: Admiral Lord Nelson School, Trafalgar School and Mayfield School and is based in Portsmouth.

Key Purpose:

To provide a professional, efficient, helpful, and knowledgeable clerking service to the Governors of Mayfield School to enable its proceedings to be conducted effectively and in accordance with the relevant legislation and requirements and Trust and School policies.

To ensure relevant school policies are reviewed and agreed and to maintain statutory registers in relation to the membership and meetings of the Mayfield School Governors.

Meetings:

The Mayfield School Academy Committee meets 8 times per year. Meetings are held during terms time, on a Thursday at 4-6 pm.

The postholder will be responsible for pre-meeting preparation and post-meeting follow-up, and in-year planning and administration. The postholder will also undertake professional development to grow in their role as Clerk.

This is a casual contract post, and the Clerk submits a timesheet for the hours worked to deliver the accountabilities described.

Accountabilities:

1. Governance Compliance and Advice

- Gain an understanding of the laws that affect academies
- Ensure that the Governors are compliant with the requirements of key government documents, including but not limited to: Academy Trust Handbook and the Governance handbook.

- Oversee the processes and procedures for governance to ensure the Academy complies with any relevant statutory requirements
- Advise the Governors on procedural matters within the School Governance regulations including advising and prompting the chair on specific actions as required and advising in the Trust Scheme of Delegation and Standing Orders as they relate to the Academy Committee
- Ensure that the Academy's responsibilities to the Charities Commission are met.
- Manage the process for the nomination and appointment of Governors, the election of Chair and Vice Chair of the Academy Committee and the election of Governors.
- Manage the receipt of notice of resignation of Governors and the process for renewal of membership at the end of a term of office.
- Ensure that the School website, and the Get info about Schools website, are compliant with statutory requirements.

2. **Administration**

- Act as point of contact between the Governors, staff, and other stakeholders.
- Manage the plan of meetings for the academic year, including contributing to the annual calendar, Outlook meeting requests, Forward Plan etc.
- Provide professional minutes, capturing support and challenge as appropriate within a week of the meeting.
- Agree the final version of the minutes with the Chair and distribute to relevant parties.
- Maintain an Action Tracker, following up on action arising from meetings and reminding other about outstanding actions so that they are complete in a timely manner.
- Ensure the Governors receive all communication/letters and deal with associate correspondence as appropriate.
- Maintain relevant electronic and paper files and records of correspondence and documentation.
- Maintain all necessary registers in relation to appointed Governors.
- Notify the Board of vacancies and administer elections if required.
- Disseminate information as required
- Always maintain complete confidentiality.

3. **General**

- Maintain a working knowledge of current requirements through research and undertaking relevant training courses.
- Attend briefings and participate in professional development opportunities.
- Keep up to date with current educational developments and legislation affecting governance and academies.
- Establish and maintain positive, professional relationships.
- Participate in 1:1 meetings with your line management and your annual appraisal meeting.