



Twyford Church Of England Academies Trust

"I have come that you might have life &
have it to the full" John 10 v10

Job Description

Job Title:	Clerk to the Trust (variable hours)
Grade:	Grade 6. Hourly rate is £15.40 - £15.96
Line Manager:	Head Clerk and Company Secretary
Accountability Relationship:	Chairs of Governors/Directors
Supervisory Responsibility:	None
Hours:	Variable hours ('as-and-when') with zero-hours contract. Hours as agreed with the Head Clerk, including evenings.

Main purposes of the job

To provide effective administrative support to all internal and external clients including the Board of Directors, Governing Bodies and committees by assisting the Head Clerk and Company Secretary with the following:

- Providing effective administrative support to TCEAT, its' Members, Board of Directors and sub-committees, external clients and the meetings thereof as directed.
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Main responsibilities and tasks

1. **To assist the Head Clerk in providing effective administrative support to the TCEAT, its' Members, Board of Directors and sub-committees, external clients and the meetings thereof as directed.**
 - To ensure the provision of effective administrative support to meetings of the Trust Boards and all of its committees including Local Governing Bodies.
 - To attend meetings as directed, with the necessary documents to enable proper functioning of the meeting. This will require attending evening meetings, as well as attendance at daytime meetings.
 - To ensure accurate minutes of the meetings are taken – to include the recording of key questions, responses, decisions, actions and timescales.
 - To type or confirm accuracy of minutes taken and typed by others and circulate accurate minutes of the meeting, ensuring approval from the Headteacher and Chair of the meeting. To circulate the final minutes in accordance with governance requirements and timelines.

2. General duties

- To be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in personal development, including training, other learning activities and routine 1:1's and annual performance reviews, as required.
- To undertake broadly similar duties, commensurate with the level of the post, as directed by the Head Clerk.

Key measures of success

- Positive feedback from the Head Clerk and Chair of the Directors/Governors
- 100% compliance with legislation and regulatory frameworks

Signatures

Signature of Manager: _____ Date: _____

Signature of Post-Holder: _____ Date: _____

Person Spec

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE passes in English and Maths or equivalent• Educated to A Level or equivalent	<ul style="list-style-type: none">• A secretarial, clerking, company secretary or legal qualification
Knowledge and Skills	<ul style="list-style-type: none">• Ability to type 50 wpm• Respect for confidentiality at all times• Ability to follow protocols and regulations• Previous experience of meeting administration and/or minute taking• Ability to work as a member of a team and or independently• Ability to prioritise workload as appropriate• Familiarity with Word and Outlook• Familiarity with administrative procedures	<ul style="list-style-type: none">• Experience of the workings of school governing bodies• Familiarity with rules and regulations concerning school or academy governance
Personal Qualities	<ul style="list-style-type: none">• Proactive• Approachable, calm and professional• Excellent communication skills• High level of personal organisation• Excellent punctuality and attendance• Flexible – able to attend evening meetings which may last longer than planned• A commitment to the values and ethos of the Trust	

Key Terms and Conditions

Pay:

Zero hours contract. Hours are paid at Grade 6, scale points 18 - 20. The hourly rate is £15.40 - £15.96

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached.

Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

Hours of work will vary. Meetings may take place in the evening or during the day.

Leave entitlement:

Pay for leave is included within the hourly rate.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.