



## **Clerk to the Governing Body – King's Academy College Park Permanent**

<b>JOB TITLE:</b>	Clerk to the Governing Body
<b>LOCATION:</b>	King's Academy College Park
<b>REPORTS TO:</b>	Chair of the Governing Body
<b>GRADE:</b>	Pay Band 8 - Spinal point 17-21 (£32,020 - £34,722) pro-rata
<b>CONTRACT TYPE:</b>	Permanent – term time only
<b>HOURS OF WORK:</b>	3.5 hours a week
<b>START DATE:</b>	As soon as possible
<b>CLOSING DATE:</b>	Monday 8th January 2024

### **JOB DESCRIPTION**

#### **Safeguarding**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

#### **Health, Safety & Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

#### **Equality, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equality, diversity and inclusivity

#### **Key tasks**

1. Keep up to date with current educational developments and legislation affecting school governance, advise the Local Governing Body (LGB) at meetings as appropriate and, if necessary, prepare briefing papers for Governors.

2. Ensure that statutory policies are in place and that a copy of policies and other school documents approved by the LGB are kept in the school. Maintain a policy review cycle and advise the LGB accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time.
3. Participate in professional development opportunities including the Governing Body Accreditation Scheme or equivalent. Attend clerks' Area Support and Network meetings and any other training for clerks or Governors as necessary.
4. Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of King's Academy College Park services.
5. Work effectively with the Chair of Governors, LGB and Head Teacher throughout the year to support and advise the LGB in carrying out its duties and responsibilities.
6. Work effectively with the Chair of Governors and Headteacher to prepare a purposeful and effective agenda for LGB meetings, which takes into account the KGA Programme of Works and Scheme of Delegation.
7. Produce, collate and distribute the agenda and all supporting papers to all members of the LGB so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by the methods agreed by the LGB.
8. Attend LGB meetings as appropriate and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required.
9. Record the attendance of Governors at meetings and take appropriate action with regard to absences. Advise the LGB on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
10. Maintain records of names, addresses and category of LGB members and their terms of office and ensure that Get Information about Schools is kept up to date. Inform the LGB and the Trust of any changes to its membership.
11. Maintain a register of Governors' pecuniary interests and review this annually.
12. Ensure, with the academy and Trust, that the information required in respect of Governors is kept up to date on the academy's and Trust's websites in line with the [School Information \(England\) \(Amendment\) Regulations 2012](#).
13. Administer, or assist with, the elections of parent and staff governors as required and induction programmes for all new governors.
14. Ensure with the academy that DBS checks for Governors are completed in line with the [School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2016](#) and are correctly recorded on the academy's Single Central Register.
15. Apply consistently the principles of Equal Opportunities, as embodied in King's Academy College Park's policies and practices throughout the duties outlined above.
16. Undertake any other tasks commensurate with the grading of the post.

### **Other specific duties:**

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings/development as appropriate. To make your own contribution to the community life of the academy.

To adhere to all King's Group Academies policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

### **PERSON SPECIFICATION**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>▪ Ability to organise complex material and to understand and assimilate new information.</li><li>▪ Ability to take accurate minutes and maintain efficient record keeping systems.</li><li>▪ Communication, literacy and IT skills.</li><li>▪ Ability and willingness to work individually using own initiative.</li><li>▪ Ability to organise time and work to deadlines.</li><li>▪ Ability to work in an organised and methodical manner.</li><li>▪ Ability to work as a team member.</li></ul>	<ul style="list-style-type: none"><li>▪ Ability to develop and maintain contacts with outside agencies e.g. DfE, Local Authority departments.</li><li>▪ Demonstrate a willingness to attend further training and development opportunities.</li></ul>	<b>Application Form &amp; Interview</b>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>▪ Experience of working in an administrative capacity at NVQ Level 3 or equivalent.</li><li>▪ Experience of maintaining and manipulating computerised and/or hard copy data/information.</li><li>▪ Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes.</li><li>▪ Experience of writing agendas.</li></ul>	<ul style="list-style-type: none"><li>▪ Previous experience of working in a school environment.</li><li>▪ Knowledge of education legislation, guidance and legal requirements.</li><li>▪ Local Authority Clerking to the Governing Body Accreditation or equivalent.</li><li>▪ Knowledge of the respective roles and responsibilities of the</li></ul>	<b>Application Form &amp; Interview</b>

	<ul style="list-style-type: none"> <li>▪ Experience of producing accurate and effective minutes.</li> <li>▪ Experience of servicing meetings.</li> <li>▪ Awareness of data protection legislation to handle information securely in a confidential and impartial manner.</li> </ul>	Chair of Governors, Governing Body, Principal, Board of Trustees and DfE.	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate and maintain integrity, impartiality and confidentiality.</li> <li>▪ Willingness to work at times convenient to the governing body including evening meetings.</li> <li>▪ To produce evidence of personal and professional development and an openness to learning and change.</li> <li>▪ Ability to demonstrate commitment to equal opportunities.</li> <li>▪ Sensitive to the differing perspectives of those who work in schools.</li> </ul>		<b>Application Form &amp; Interview</b>

Please complete the [non teacher application form](#) on our website to apply, these can be returned by hand, post or email to kim.green@kingsacademies.uk. For further information, please contact Mrs Kim Green at King's Academy College Park using the email address above.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.