**GUILDFORD GROVE PRIMARY SCHOOL**

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| JOB DESCRIPTION | |
| Job Title: | Clerk to the Local Academy Committee |
| Pay scale: | LPT6 (currently £28,470 - £33,972 FTE) |
| Working hours: | 4 hours per week to be worked flexibly as required  Monday - Friday |
| Reports to: | Head Teacher |
| Key Relationships: | Governing Body and head Teacher |

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| Job Purpose |
| **Core Purpose**   * To be responsible for advising the Local Academy Committee on constitutional matters, duties and powers and will work within the broad current legislative framework; * To secure the continuity of Local Academy Committee business and observe confidentiality.   **Accountability**   * The Clerk will be accountable to the Local Academy Committee, working effectively with the chair of the Local Academy Committee, members and the Headteacher of the school. |

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| **Key Responsibility Areas**  Main Duties   * Work effectively with the chair and Headteacher before the Local Academy Committee meetings to prepare an agenda taking account of the requirements of DfE, local authority and GEP as appropriate; * Ensure meetings are quorate; * Produce, collate and distribute the agenda and papers to ensure members have access to all relevant documentation on the GVO 7-10 days prior to the meeting; * Clerk meetings, logging attendees and taking minutes; * Advise the Local Academy Committee on governance legislation and procedural matters relevant to academy status; * Prepare minutes of Local Academy Committee meetings, indicating who is responsible for any agreed actions; record decisions accurately and objectively with timescales for actions; * Submit drafts to the chair and Headteacher for amendment/ approval; * Issue the approved draft to all members within the agreed timescales   Administrative   * Maintain a database of names, addresses and category of Local Academy Committee members and maintain their terms of office; * Initiate a welcome pack/letter being sent to new members including details of terms of office; * Maintain copies of current term of reference and membership of committee and working parties and nominated members; * Advise members and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner; * Maintain member meeting attendance records and advise the Local Academy Committee of non-attendance of members; * Advise that a register of Local Academy Committee pecuniary interests is maintained, reviewed annually and lodged within the school; * Check that receipt of a satisfactory enhanced-level disclosure has been obtained from the Disclosure and Barring Service. Subsequent re-checks may be required at the discretion of the Guildford Education Partnership on any member when it is appropriate to do so; * Liaise with school to ensure that all statutory policies are in place and maintain a policy schedule; * Help to produce a Local Academy Committee and Committee(s) Year Planner, which includes an annual calendar of meetings and the cycle of agenda item; * Assist with parent member elections   Advice and Information   * Advise the Local Academy Committee on procedural issues; * Have access to appropriate legal advice, support and guidance; * Ensure statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Local Academy Committee, and that copies of agreed policies are given to the school to be displayed on the website   **Professional Development**   * Successfully complete the National College Teaching and Leadership Clerk’s Development programme or its equivalent if not already qualified; * Attend termly Clerk briefings and participate in professional development opportunities; * Keep up to date with current educational developments and legislation affecting school governance |

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| PERSON SPECIFICATION | |
| Qualifications | Essential/Desirable |
| Good standard of general education with at least GCSE grade C/4 or above in English and Maths or equivalent experience.  Experience as a Clerk, SBM, school governor or equivalent role in local/national government  Clerking accreditation qualification (eg. National Clerking Development Programme) | E  E  D |
| Knowledge and Skills | **Essential/**  **Desirable** |
| Experience of minute taking and agenda setting  High level of skills and accuracy in Word, Excel and PowerPoint  Ability to précis complex issues and present the relevant points arising from discussion clearly and concisely  Good listening, oral and literacy skills  Knowledge of data protection  Excellent planning and organisational skills  Knowledge and understanding of regulations and statutory requirements relating to school governance | E  E  E  E  E  E  D |
| Personal Attributes | Essential/Desirable |
| To have a flexible approach to working requirements  To work well under pressure and meet deadlines  Ability to use initiative and work independently  Ability to maintain discretion when handling highly confidential information  Well-developed interpersonal skills. | E  E  E  E  E |
| Special Requirements | Essential/Desirable |
| Be able to work at times convenient to the governing body  Be available to be contacted at mutually agreed times | E  E |