



*Creative  
Education  
Trust*

## **CLERK TO GOVERNORS JOB DESCRIPTION AND PERSON SPECIFICATION**

### **JOB DESCRIPTION**

**Reports to:** Director of Standards

**Location:** Northamptonshire/Milton Keynes

**Salary:** c £20,000 (£4,000 pro rata)

**Contract type:** Annualised hours 0.2 FTE, permanent

### **The Role**

To provide a high standard of administrative support to the Chairs of local Governing Bodies for a cluster of academies within the Creative Education Trust in Northamptonshire and Milton Keynes collating and distributing board papers and reports in advance of meetings and taking accurate minutes of the meetings in addition to co-ordinating and providing administrative support at school hearings.

The role will be based at home, with the requirement to attend meetings and hearings at individual Academy sites at various times during the academic year.

### **Key responsibilities and accountabilities**

#### **Board Meetings**

- Working from the Trust suite of templates to collate and distribute papers in advance of the Board meetings for each of the schools within the cluster, ensuring that any papers are on the appropriate template
- Ensure that all reports and papers are received and distributed according to the Trust calendar
- Provide administrative support during the meetings
- Ensure availability at the meetings which are held at each school various times of the academic year, sometimes on weekday evenings.
- Taking accurate minutes of the meetings and producing these in a timely manner for review by the Chair before distributing.

#### **School Hearings**

- Under the direction of the Chair of the appropriate Trust Director/Chair of local Governing Body and working with individual schools, coordinate and arrange hearings, as required
- Ensure that all paperwork is presented correctly using Trust templates and distributed to relevant parties in advance of the hearings



- Take accurate minutes of any hearings and draft outcomes for the chair of the hearing in a timely manner for review

### **Governance**

- Ensure school and Trust websites are updated in terms of information regarding the Governing Body, membership and approved minutes
- Provide administrative support to the Governing body as appropriate under the broad scope of the role

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Director of Standards.



## PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Qualified to A level or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of working as an administrator.</li> <li>• Experience of taking accurate and succinct minutes of meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education sector.</li> <li>•</li> </ul>
Knowledge and understanding		<ul style="list-style-type: none"> <li>• Knowledge of organisational governance.</li> </ul>
Skills and personal attributes	<ul style="list-style-type: none"> <li>• Strong administration and organisational skills</li> <li>• The ability to write clearly and concisely, to produce and maintain documents and to effectively proof read material for public distribution.</li> <li>• Demonstrates resilience, motivation and commitment to improving standards.</li> <li>• Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally.</li> <li>• Ability to work with senior individuals internally and externally in a confident but discrete manner.</li> <li>• Helpful and calm with a positive attitude towards work</li> <li>• Adaptable and able to work with minimum supervision and proactivity.</li> <li>• Aligned with Creative Education Trust's high aspirations and high expectations of self and others.</li> <li>• Strong organisational skills and ability to prioritise effectively.</li> </ul>	



	<ul style="list-style-type: none"><li>• Highly computer literate, with experience of necessary IT systems (including, diary management using Microsoft Outlook, Word, and unloading information on websites).</li></ul>	
Equal opportunities	<ul style="list-style-type: none"><li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li></ul>	
Safeguarding	<ul style="list-style-type: none"><li>• An understanding of up-to-date safeguarding requirements</li></ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.