**Clerk**

**Job Profile**



**JOB DESCRIPTION – Admin Officer**

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| Job Purpose | To support Epworth Education Trust by providing an efficient clerking service to all local advisory board and committee meetings |
| Reporting to: | Governance & Compliance Officer, Local Advisory Board Chairs |
| Responsible for – Staff | N/A |
| Liaising with: | Schools, and the Central Team |
| Disclosure Level: | Enhanced |
| Grade of post: | G4 SCP 5-8 |
| Location: | Trust Central Office with travel across the Northwest to schools within the Trust.  Travel to various school sites at various times during the day and evening is therefore essential |
| Hours: | 10hours per week on average dependant on location. Term time only. Please note hours need to be flexible as hours will be dependable on number of meetings planned.  Evening work is essential where meetings are planned. |

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| **Job Outline** |
| * Produce, collate, and distribute the agenda and papers to ensure local advisory boards and committees receive them 7 clear days before the meeting by working effectively with the Chairs, Governance & Compliance Officer and Headteachers taking account of DFE, LA and church authority issues and focusing on school improvement. * Prepare briefing papers as necessary. * Encourage the Headteacher and others to produce agenda papers on time. * Prepare minutes of committee and local advisory board meeting indicating who is responsible for any agreed action. * Record decisions accurately and objectively with timescales for action. * To maintain and update the Governor Hub with minutes, agendas, governor correspondence, governor papers and training records in a timely manner. * Maintain a database of names, addresses and category of Local Advisory Board members and their terms of office. * Maintain copies of current terms of reference and membership of committees, working parties and nominated governors. * Ensure that a register of pecuniary interests is maintained, reviewed annually and lodged within the Trust and schools. * Maintain meeting attendance records and advise on non-attendance of governors. * Check that Disclosure and Barring Service check has been successfully carried out on Local Advisory Members and that the Single Central Record is updated. * Assist with recruitment of Local Advisory Board members including their induction. * To ensure the governance on the school website is up to date. * Attend termly briefings and participate in professional development opportunities. * Keep up to date with current educational developments and legislation affecting school governance & advise the Epworth Education Trust on any procedural matters. * To provide advice and guidance to the local advisory boards * To assist the Governance & Compliance Officer on any admin as required |

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| **Other Specific Duties** |
| * Uphold the ethos of the Trust. * Actively assist in achieving the Trust’s vision and values. * Establish and maintain professional and effective working relationships. * Contribute positively to creating a productive and happy working environment. * Work effectively with colleagues as a member of the team, taking individual and collective.   responsibility for reinforcing and promoting a working environment free from discrimination,  victimisation, harassment, and bullying   * To uphold the Trust’s Staff code of Conduct * Adhere to all Trust policies and procedures and training including those pertaining to:   Safeguarding, H&S, Cybersecurity Data protection and Equality.   * Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities. * To participate in the staff performance management process in accordance with the Trust’s   policy and be responsible for self-motivation towards agreed targets.   * Always maintain confidentiality in respect of Trust related matters and prevent disclosure of   Confidential and sensitive information. |

*The job description encompasses the above statements, but the post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.*

**Person Specification / Selection Criteria**

**Clerk**

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| **A. A .Experience** | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Proven experience of a range of administration tasks | E |  | A, I, T |
| Previous experience of Clerking | E |  | A,I |
| Experience of operating within an education or service sector role. | E |  | A |

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| **B. Training, Skills and Qualifications** | **Essential** | **Desirable** | **Source** |
| Level 3 in the Clerking of School and Academy Governing Boards or NVQ in Business Administration |  | D | A |
| GCSE English and Mathematics, grade C or above, or equivalent | E |  | A |
| Willingness to undertake further relevant training as required | E |  | I |

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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| **C. Knowledge and Understanding** | **Essential** | **Desirable** | **Source** |
| Knowledge of school related office procedures |  | D |  |
| Knowledge of Governor Hub |  | D | A, I, |
| Knowledge of working within a school setting or other education setting |  | D | A, I |

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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| **D. Personal Skills, Abilities and Competencies** | **Essential** | **Desirable** | **Source** |
| Ability to use their own initiative and work without close supervision. | E |  | A, I |
| Excellent organisation and communication skills verbally and in writing | E |  | A, I |
| The ability to manage conflicting priorities and changing requirements. | E |  | A, I |
| Ability to communicate effectively at all levels of the organisation and externally, both in writing and verbally. | E |  | A, I |
| Ability to plan, prioritise and organise own work within tight timescales, multitasking and managing conflicted deadlines. | E |  | A, I |
| Ability to support and ensure governing board meetings run effectively | E |  | A, I |
| Able to manage conflicting priorities and changing requirements. | E |  | A, I |
| Proven track record of building strong personal relationships and credibility at senior level across all internal functions | E |  | A, I |
| Ability to take high quality minutes in a set time frame. | E |  | A, I |
| Willingness to be flexible and adaptable as determined by the needs of the school/Trust | E |  | I |
| To show commitment to sustain excellent attendance at work | E |  | I,R |
| Flexibility to attend meetings when required – evening working required. | E |  | I |

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| **E. Legal Issues** | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |

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