

# Carlisle & Hampton Hill Federation



## Job Description - Federation Clerk

**Part time, 10 hours per week (working remotely and attending meetings in person)**

**Salary: NJC Scale 6 (paid for 38 weeks)**

**Location: Carlisle and Hampton Hill Federation, TW12**

### Role Purpose

To provide advice and guidance to the board on governors on constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- Administrative and organisational support
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- Advice on procedural matters relating to the operation of the board

### Key Duties

#### Organising Meetings, Hearings and Appeals

- Work with others to prepare agendas and liaise with those preparing papers to ensure timely availability
- Convene meetings and distribute papers as required by legislation
- Ensure meetings are quorate, inclusive and well structured
- Oversee the election of officers
- Record attendance/apologies and take appropriate action in relation to absences
- Take accurate minutes, indicating who is responsible for agreed actions with timescales
- Circulate draft and approved minutes to all governors/trustees, the headteacher and other relevant bodies within agreed timescales
- Follow up on action points with those responsible and inform the chair of progress

#### Providing Advice and Guidance

- Attend termly clerks briefings with Achieving for Children and any required training
- Advise on legal duties and governing practice

- Advise on constitutional requirements and board procedures
- Advise on statutory guidance, policies, annual tasks and decisions
- Advise on governor/trustee CPD, accessing external advice as appropriate
- Support issue resolution

### **Administration and Record Keeping**

- Maintain membership records, including contact details and terms of office, and inform relevant authorities of changes
- Advise governors and appointing bodies in advance of expiry of terms of office and the impact on the board's capacity, diversity and skills mix
- Establish, with the board, open and transparent vacancy filling processes and efficient election/appointment procedures
- Assist with the management of governor/trustee elections
- Advise on succession planning for all board roles
- Maintain governing documents, such as terms of reference and signed minutes
- Collate, maintain and ensure correct publication of information about governors/trustees, such as pecuniary interests
- Maintain a record of board CPD
- Ensure DBS and other relevant checks are carried out on board members where appropriate
- Maintain records of board correspondence and the governance communication portal
- Draft correspondence on behalf of the board

### **Maintaining Relationships and Communication**

- Maintain professional working relationships with the board and school leaders and Achieving for Children
- Communicate on board matters outside of meetings
- Liaise on behalf of the board (e.g., for external governance reviews) where appropriate
- Contribute to the coordination of learning and development opportunities for those involved in governance, including induction and CPD
- Participate in regular performance management with the chair

### **Ensuring Compliance**

- Ensure meetings are quorate
- Oversee the review of required policies and publication of governance information on school websites
- Advise on data protection requirements and oversee board recruitment processes
- Coordinate safeguarding checks on board members and monitor eligibility to serve (including on committees)
- Notify disqualifications, expiry of office, etc.
- Maintain statutory registers and file returns
- Keep up to date with current educational developments and legislation affecting school governance

## **Person Specification**

### **Qualifications and Training**

- Evidence of relevant training or professional development (e.g., governance, clerking, administration)
- High standard of literacy and numeracy

### **Experience**

- Experience of providing administrative support in an education or governance setting (desirable)
- Experience of minute-taking and record keeping
- Experience working with confidential information

### **Skills and Knowledge**

- Good knowledge of the schools system: structures, accountability and funding
- Understanding of governance legislation, procedures and regulations as relevant to the organisation
- Understanding of the core functions of a school governing/trust board
- Excellent written and verbal communication skills
- Strong IT skills, including the use of Microsoft Office
- Organisational and planning skills
- Minute-taking and document management
- Advisory skills and ability to recommend a course of action
- Ability to manage time effectively to meet deadlines and competing demands
- Risk awareness and ability to articulate risk in context

### **Personal Qualities**

- Personal integrity and commitment to the principles of public life
- Respect for confidentiality
- Confidence and resilience to challenge when necessary
- Commitment to professional development
- Ability to build effective relationships and work independently

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### **Safeguarding**

Carlisle and Hampton Hill Federation is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

Carlisle and Hampton Hill Federation is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.