



Nine Mile Ride
School

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A Member of the University of Reading Schools Partnership

Headteacher Mrs Ali Brown BEd (Hons)

Clerk to the Local Advisors To start as soon as possible

The clerk is a vital role within the Local Advisory Body who helps ensure that we meet our statutory commitments as well as coordinating the various committees.

This important post is part-time, is expected to take approximately 140 hours per year, and pays £10.68 per hour. Other than the meetings described below, the remaining hours are flexible.

We are looking for someone reliable who acts with discretion, and is competent to undertake the following:

- To convene and attend meetings of the full local advisor body (2 per term, one in the morning at 9am-12pm, and one in the evening at 7pm-9pm)
- To convene and attend meetings of 3 subcommittees per half term, each in the mornings at 8am
- Produce and distribute agendas and minutes
- Produce information packs for new local advisors
- Organise local advisor elections
- Attend Clerks' Briefing meetings termly
- Maintain filing systems and support Local Advisors as required

Training is available for the role, and we are a very welcoming and supportive local advisory body and so would love to hear from anyone who would like to apply.

If you are interested in applying for this interesting and challenging post, please complete the attached application form and email it to admin@ninemileride.wokingham.sch.uk

Applications will be considered on receipt and an appointment may be made before the closing date. Interviews will be arranged accordingly. Therefore, it is recommended that if you wish to apply for this position you do so as soon as possible. Visits to the school are warmly welcomed.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. An enhanced check by the Disclosure and Barring Service will be sought for the successful candidate.

Closing date: 16th July 2018

Interviews: 18th July 2018



JOB DESCRIPTION

Clerk to the Local Advisors

- Provide a full range of administrative support, for the chair, local advisory body, local advisor committees and the Headteacher (if applicable). This support will include dealing with confidential issues.
- Advise the local advisory body on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
- Convene all full local advisory body meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair/Headteacher and local advisory body.
- Maintain an archive signed record of the local advisory body minutes and send approved minutes to the LA when required. Also, where agreed, send minutes to the appropriate church or foundation authority. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
- Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the local advisory body.
- Attend termly meetings arranged by the LA, and other training seminars as required.
- Administration of the appointment procedure and induction of new local advisors. Maintain a database of local advisor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of parent, teacher and staff advisors following LA guidance.
- Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Headteacher, Chair and local advisory body on the wide range of routine and complex issues.
- Maintain records of current terms of reference and membership of committee and working parties and nominated local advisor e.g. literacy.
- Maintain the local advisor section of the website
- Carry out any other reasonable duties relating to the post as directed by the Chair of Local Advisors and agreed by the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 2/3 or equivalent
- GCSE or equivalent level in English
- Knowledge of educational legislation, guidance and legal requirements relevant to the local advisory body
- Knowledge of the roles, responsibilities and procedures of the local advisory body, the Headteacher, the LA and Church Authorities and the DfE

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good general communication skills
- Excellent, accurate, and concise writing skills
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of local advisory body data/documentation
- Tact, diplomacy, confidentiality and sensitivity
- Ability to use appropriate IT equipment as required by the local advisory body
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience: type, level and length.

- Experience of committee working, clerking of committees or serving as a school local advisor

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A flexible approach to work
- A sense of responsibility and integrity
- Positive attitude to personal development and training
- Openness to learning and change
- Tact and diplomacy
- Confidentiality
- Ability to remain impartial

Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- Able to travel to meetings on Wednesday evenings and sometimes during the school day.
- Available to be contacted at mutually agreed times