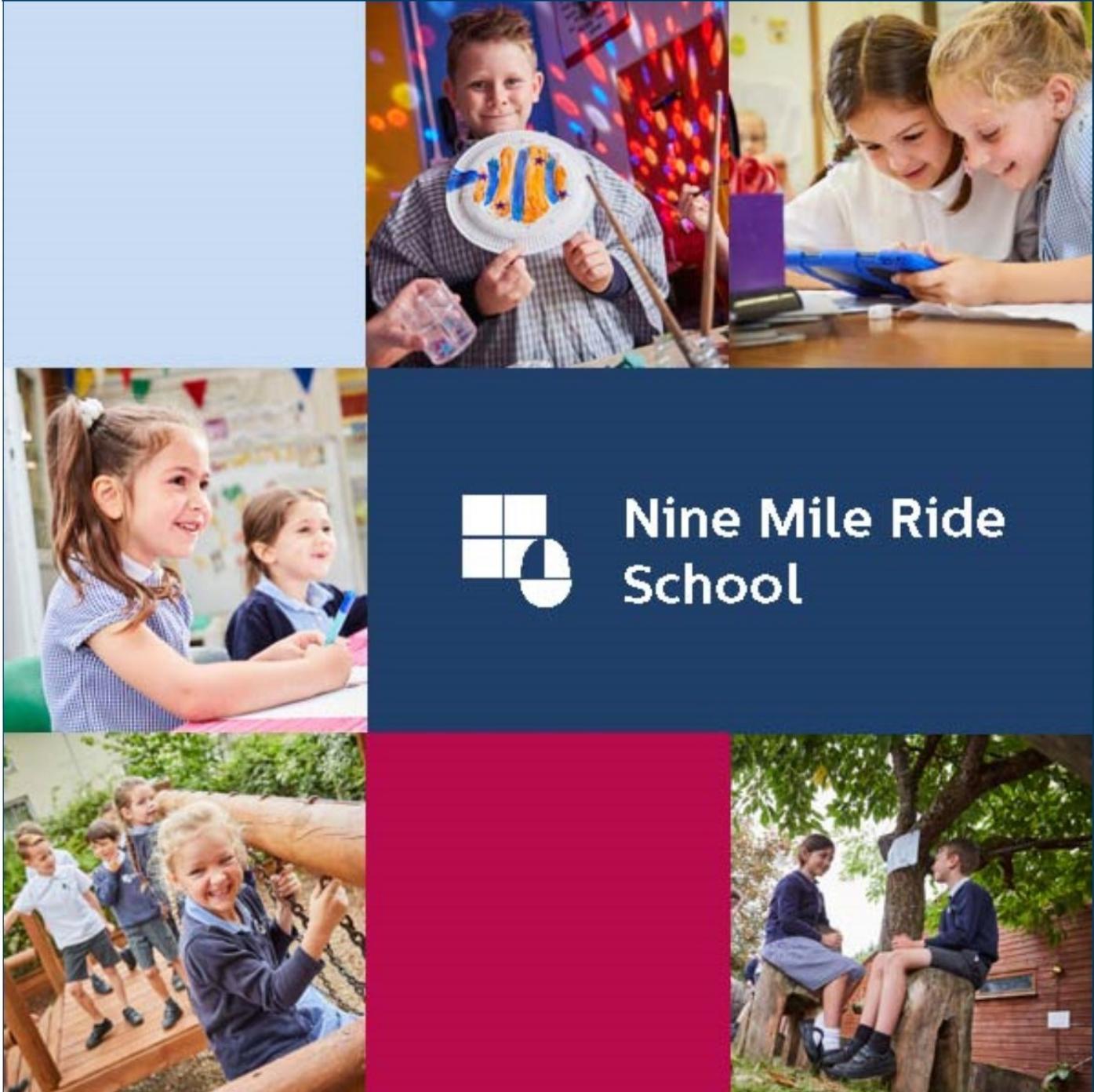


Recruitment Pack



**Nine Mile Ride
School**

Clerk to the Local Advisors

Nine Mile Ride School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk



Job advertisement



The Headteacher and Local Advisors at Nine Mile Ride Primary School are looking to appoint a clerk to the Local Advisors.

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.

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: 18th October 2019

Interviews: 25th October 2019



Job Description



Job details

Salary: £10.68 per hour

Hours: 140 hours per year

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Local Advisors

Job Description

Main purpose

Provide advice and guidance to the advisory board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of an advisory 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 noncompliance; and
- ◆ Advice on procedural matters relating to the operation of the board.

Duties and responsibilities

The clerk to the advisory board will Act as Company Secretary (where agreed):

1. Provide advice to the advisory board:

- ◆ Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance;
- ◆ Advise the advisory board on governance legislation and procedural matters where necessary before, during and after meetings;
- ◆ Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the advisory board;
- ◆ Inform the advisory board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- ◆ Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook);
- ◆ Offer advice on best practice in governance, including on committee structures both at board and academy level;
- ◆ Advise the advisory board on best practice in relation to its scheme of delegation for governance;

Job Description -



- ◆ Ensure that statutory policies are in place, and that staff revise these when necessary.;
- ◆ Advise on the annual calendar of advisory board meetings and tasks;
- ◆ Send new advisors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct;
- ◆ Contribute to the induction of advisors taking on new roles, in particular chair of the board or chair of a committee;
- ◆ Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations;

2. Effective administration of meetings:

- ◆ With the chair and headteacher, prepare a focused agenda for the advisory board meeting and committee meeting;
- ◆ Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association;
- ◆ Ensure meetings are quorate;
- ◆ Record the attendance of advisors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent advisors of the date of the next meeting;
- ◆ Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the advisory board), the headteacher;
- ◆ Circulate the reviewed draft to all advisors/ members of the committee, the headteacher (if not an advisor) and other relevant board, such as the trust and within the timescale agreed with the advisory board;
- ◆ Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership:

- ◆ Advise advisors in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix;
- ◆ Advise the advisory board on the DfE's recommendations and guidance in relation to members;
- ◆ Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner;
- ◆ Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- ◆ Collate and maintain information about advisors such as any pecuniary interests and where required publish this information on the school's website;
- ◆ Ensure Disclosure and Barring (DBS) has been carried out on any advisor when it is appropriate to do so;
- ◆ Maintain a record of training undertaken by members of the advisory board; and
- ◆ Maintain advisor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- ◆ Advise the advisory board on succession planning (of all roles, not just the chair).

4. Manage Information:

- ◆ Maintain up to date records of the names, addresses and category of advisory board members and their term of office, and inform the advisory board and any relevant authorities of any changes to its membership;
- ◆ Maintain copies of current terms of reference and membership of any committees and working parties and any nominated advisors e.g. SEND;

Job Description -



- ◆ Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- ◆ Maintain records of advisory board correspondence.

5. People and relationships:

- ◆ Develop and maintain effective professional working relationships with the chair, the board and executive leaders;
- ◆ Oversee the clerking arrangements at academy committee level;
- ◆ Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

6. Personal Development:

- ◆ Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- ◆ Keep up-to-date with current educational developments and legislation affecting school governance;
- ◆ Participate in regular performance management;

7. Additional Services: The clerk may be asked to undertake the following additional duties:

- ◆ Clerk any statutory appeal committees/panels the advisory board is required to convene: Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents;
- ◆ Maintain archive materials;
- ◆ Prepare briefing papers for the advisory board, as necessary;
- ◆ Conduct skills audits and advise on training requirements;
- ◆ Perform such other tasks as may be determined by the advisory board from time to time.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed and amended in the future to meet the changing needs of the school. The appointment is subject to the conditions of employment in the schoolteacher's Pay and Conditions document.



Person specification



QUALITIES-ESSENTIAL

Qualifications 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 Trust and the DfE

Skills and 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.

Personal Qualities

- ◆ 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

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

Special Factors

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

Recruitment process



Safer recruitment:

Nine Mile Ride Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form:

Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References:

We require two references from all candidates, one of which must be from your most recent employer and the other from a local authority. If you are short-listed, the school will contact your referees without further reference to you.

Closing date:

The closing date for applications is 18th October 2019. Please send your application to admin@ninemileride.wokingham.sch.uk. All applicants will be acknowledged by email within 24 hours or receipt. If you do not receive such an acknowledgement, please contact Sarah Pyne by email or phone 0118 973 3118.

Short-listing and interviews:

The selection panel of governors will review all applicants against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews on Friday 25th October 2019.

Checks:

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment:

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

Unsuccessful candidates:

Unsuccessful candidates will be notified by telephone.

Data protection Act 2018:

The information that you provide us will be stored on the school's secure database and/or in a secure physical location and will be used only to process your application for the post or Clerk to the Local Advisors at Nine Mile Ride Primary School.