

## Clerk to the Trust/Governance Professional

Based at Beal High School - IG4 5LP

**36 hours per week, 46.8 weeks per year (Term time only, including 5 Inset days plus 10 additional days per year)**

**LBR Scale 12-13 Scale Point 35-41**

**£ 47,532.00 - £ 53,607.00 per annum dependent on experience**

**(£42,663.94 - £48,116.75 pro-rated value)**

**Required: As soon as Possible**

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

The Trust is seeking a highly effective, efficient, and self-motivated Clerk to provide a clerking service to BMAT,

The Clerk will be accountable to the Chair of the Trust and their BMAT Line Manager.

The Clerk will demonstrate the following skills and attributes:

- Flexibility, with a high degree of integrity and confidentiality
- Aptitude for initiative and self-management
- Excellent planning and organisation skills
- Effective communication and ICT skills
- A proven track record of accuracy and attention to detail

Board and committee meetings take place during the afternoon and Local Governing Body (LGB) meetings usually take place early evening. Attendance is required at all planned meetings; the role is flexible with time off in lieu.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

Keeping Children Safe in Education

BMAT – Safeguarding and Child Protection Policy

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



# Beacon Multi Academy Trust Benefits

SCAN THE QR CODE  
TO VIEW **CURRENT**  
**VACANCIES**



## Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

## Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

## Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)\*

## CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

\*Where applicable

## Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave\*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



## Main Purpose of Role

Provide organisation, administration, and guidance to the governing board on governance, constitutional and procedural matters. The clerk will contribute to the efficient functioning of the Board, its committees and LGBs by providing:

- administrative and organisational support.
- seek advice to guide and inform the Board to ensure that the Board is compliant with the appropriate legal and regulatory frameworks, and understands the potential consequences for non-compliance; and
- seek advice on procedural matters relating to the operation of the Board.
- work with the CEO, COO and Trust Executive to ensure Board compliance.

## Main Responsibilities and Tasks

**The clerk to the governing board will:**

- Provide information and updates to the governing board
- Inform and update the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance
- Inform the governing board on governance legislation and procedural matters where necessary before, during and after meetings.
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- In partnership with the Trust Executive inform and update the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Trust Handbook)
- Inform the Board on best practice in governance, including on committee structures both at board and academy level
- Inform the governing board on best practice in relation to its scheme of delegation for governance
- Maintain a policy tracker to ensure that statutory policies are in place, and that the Trust Executive revise these when necessary for Board ratification.
- Advise on the annual calendar of governing board meetings and tasks.
- Send new governors BMAT induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Ensure Trustee/governor attendance at all statutory CPD e.g. Safeguarding/Prevent
- Contribute to the induction of governors 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 supports recommendations and solutions

**Effective administration of meetings:**

- With the Chair, Committee Chairs, Local Governing Bodies (LGB) Chairs and Chief Executive Officer (CEO), prepare a focused agenda for Board and committee meetings
- 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 governors at meetings (and any apologies – whether they have been accepted



or not), and take appropriate action in relation to absences, including advising absent governors 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 governing board), the Chief Executive Officer.
- Circulate the reviewed draft to all governors/ members of the committee, the CEO and Trust Executive (as appropriate)
- Follow up any agreed action points with those responsible and inform the chair of progress.
- Send LGB minutes and reports to all Board members.

### **Membership:**

- Inform the Chair and appointing bodies 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
- Update the governing board on the DfE's recommendations and guidance in relation members and trustees.
- 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 trustees 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 trustee when it is appropriate and required.
- Maintain a record of training undertaken by members of the governing board; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.

### **Manage Information:**

- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing 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 governors e.g. SEND.
- 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 governing board correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website.
- Ensure the BMAT and school websites are maintained with up to date governance information and policies and update Get Information about Schools (GIAS) and Companies House.
- Manage the flow of information from Trust Board to Committees, LGBs, Trust Executive and vice versa.
- Ensure the Trustee and governor portal is up to date and all have access to supporting documentation.

### **People and relationships:**

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development



**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

**Additional Services:**

- The clerk may be asked to undertake the following additional duties
- Clerk any statutory appeal committees/panels the governing board is required to convene: Maintain a file of relevant Department for Education (DfE) and local authority guidance documents.
- Maintain archive materials
- Prepare briefing papers for the Board, as necessary.
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time.

*The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.*

*The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.*



Person Specification				
	Essential (E) Desirable (D)	Ap	Int	Ref
<b>Qualifications/Professional Experience and Practice</b>				
Degree or equivalent	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 3 qualifications or equivalent	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English and maths GCSEs or equivalent	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commitment to improving practice through appropriate professional development	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge / Skills / Experience</b>				
Awareness, knowledge and/or experience of context/environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICT skills and knowledge of other specialist equipment/ resources including Microsoft Office.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent customer service skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm, composed and flexible within a busy and demanding environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to undertake a wide range of clerical, administrative and general duties.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate in recording details and make full use of the schools' computer systems	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Attributes</b>				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enthusiasm, resilience, reliability, and integrity	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vigour and perseverance	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.				

