

Mercian Educational Trust



Clerk to Delegated Governors Recruitment Pack

Spring 2019

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**Dines Green Primary School
Great Malvern Primary School
Malvern Vale Primary School
Somers Park Primary School**

**Mercian Educational Trust is an equal opportunities employer and committed
the protection and safety of its students.**



Mercian Educational Trust
Recruitment Pack Contents

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Job Advert

Inspire to Aspire



We have the following vacancy within our Trust:

Clerk to Delegated Governing Committees (Dines Green, Great Malvern Schools, Northleigh and Somers Park)



INSPIRE
TO ASPIRE



Role - To provide organisation and written records of Dines Green and Great Malvern DGC's:

- Ensuring that information for DGC meetings is made available in a timely manner.
- Recording accurate minutes to reflect governor support, challenge, questions
- Circulating draft minutes to ensure all agreed actions are completed effectively.

£10.72 per hour - £1157.76 per annum

108 hours per year – 4 hours per meeting & 12 hours general admin.

Time is approximately allocated as:

2 hours – Attending DGC meeting.

2 hours - Preparation and minute writing

12 hours – Record keeping

For an application form please visit

<http://metacademies.co.uk/Vacancies-within-MET>

Closing date: 12pm, Friday 17th July 2020

Mercian Educational Trust is an equal opportunities employer and is committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.

Post Information from the Chief Executive Officer

MET Clerk to Delegated Governing Body
£10.72 per hour, £1157.76 per annum
108 hours per year

Dear Applicant,

Thank you for your interest in the post of Clerk to Delegated Governing Body within Mercian Educational Trust (MET).

MET is a Multi Academy Trust based within Worcestershire with schools based within Malvern and Dines Green, Worcester.

The primary purpose of the role is to record minutes of meetings held by individual school Delegated Governing Committees and circulate minutes to appropriate governors and MET Executive Leaders.

This post will involve a commitment to attend 24 evening meetings (lasting 2 hours max). Meetings are held in the schools and generally start at either 4:30pm or 6:00pm. An additional 2 hours per meeting has been allocated to allow minutes to be produced and circulated.

As there is a requirement to travel to different sites, Mercian Educational Trust will reimburse the clerk for travel costs to each of the school sites.

Further detail can be found in the Person Specification enclosed within this pack.

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Application process:

All applicants are required to fully complete the [support staff application form](#) (PDF version [here](#)). Applications on any other form will not be accepted.

References - Applicants must enclose details of two references. These must be recent. Usually one will be a current employer. If this is not possible this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received prior to interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting – Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.



Timescales –The closing date for applications is 9am on Friday 17th July 2020. Applicants will be invited to interview via email following shortlisting.

We look forward to receiving your application.

Yours faithfully,



Mr Dafydd Lawday
Chief Executive Officer

Person Specification

Key Criteria in addition to the statements in the advert

Key:

AF- Application Form; T - Work related task; I - Interview; C – Certificate; R- References

Criteria	Essential	Desirable	How assessed			
			AF	I	C	R
Good interpersonal skills	X		AF	I		
Competent user of IT equipment	X		AF	I		
Good organisational and planning skills	X		AF	I		R
Ability to be flexible in approach to work	X		AF	I		R
Effective communication skills	X		AF	I		R
Experience of maintaining records, using it systems and paper based methods		X	AF	I		
Have the capacity to manage own work pressure	X		AF	I		
Enthusiasm to learn new skills and undertake training as required		X	AF	I		

Job Description – Clerk to Delegated Governing Body

JOB TITLE: Clerk to Delegated Governing Body

Main purpose of role is to:

- Provide effective administrative support to the Delegated Governing Committee.
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

The clerk to the governing body will:

1. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body 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 other regulations;
- 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 governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

2. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body 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. Child-protection, 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 body correspondence



- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

3. 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

4. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Perform such other tasks as may be determined by the governing body from time to time

