Clerk to Local Trust Committee
Job Description

Post: Clerk to Local Trust Committee
Salary Scale: Grade 4, Point 3
Location: Marston Montgomery Primary School and Long Lane Church of England Primary School
Responsible to: Chair of LTC and Headteacher
Hours per week: One hour 30 minutes
Weeks per year: 39 weeks

Purpose of role

The Clerk to the Local Trust Committee will be responsible for overseeing all aspects of Local Trust Committee effectiveness and compliance, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation of LTC meetings and its committees including administrative and organisational support
- ensuring governance at all levels is carrying out its functions
- providing advice and guidance on constitutional and procedural matters

Main duties and responsibilities

- Effective organisation and administration of LTC board meetings.
- Taking notes of the LTC meetings to prepare minutes, including indicating who is responsible for any agreed action with timescales.
- Setting the cycle of committee meetings and preparing focused agendas.
- Acting as the main point of contact for all queries relating to governance across designated schools.
- Helping to ensure that committee business delivers high standards of challenge and support that compliments respective improvement plans.
- Keeping the board focused on its core strategic priorities.
- Ensuring all meetings are inclusive and well structured.
- Satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the Local Trust Committee.

Advice and guidance

- Providing advice and guidance to ensure that the committee works in compliance with the appropriate legal and regulatory framework, including the trust's scheme of delegation and the committee's terms of reference.
- Providing advice on procedural matters relating to delegated powers and responsibilities.
- Advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants.

- Providing advice and guidance on the respective roles of members including their duty to maintain the highest professional standards of conduct and ethics.
- Providing advice and guidance on strategic leadership responsibilities.
- Providing advice and guidance on the application of policies, procedures and relevant legislation/guidance across designated schools.

Manage statutory information and governance documentation

Acting as a gatekeeper for information and documentation that clearly details the schools' LTC arrangements and satisfies other statutory requirements, including (but not limited to):

- Maintaining appropriate records of LTC membership, along with any terms of reference.
- Maintaining a school policy register and advising on the policy review and approval cycle.
- Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. On the trust and/or school website) and in line with statutory requirements.
- Ensuring that governance-specific risks are included in the trust's risk register.
- Maintaining the school's online governance portal or equivalent.

Oversee governance membership and structure

- Ensuring the LTC and its committees are properly constituted.
- Advising the LTC on succession planning.
- Overseeing member recruitment as required, advising on election and appointment procedures.
- Arranging the induction process for new members of the LTC.

People and relationships

- working collaboratively with the Local Trust Committee, Headteacher and Trust so that governance supports and enables the operational delivery of strategic objectives.
- maintaining effective communications with relevant stakeholders such as the Local Authority.

Personal development

- Liaising with relevant professional organisations and networks.
- Undertaking regular training including the pursuit of professionally recognised qualifications.
- Keeping abreast of policy developments affecting academy governance.
- Participating in regular performance management, led by the chair of the board of trustees.

Other duties

- providing clerking cover during times of absence.
- clerking panels as required.

Marston Montgomery Primary School

The Acorn Partnership

Marston Montgomery Primary School

Long Lane C of E Primary School

Long Lane Church of England Primary School







Clerk to Local Trust Committee
Person Specification

Areas	Competencies	E	D
Personal attributes	Be a person of integrity	x	
	Be able to maintain confidentiality	x	
	Be able to remain impartial	x	
	Have a flexible approach to working hours	x	
	Be sympathetic to the needs of others	x	
	Have an openness to learning and change	x	
	Have a positive attitude to personal development and training	x	
	Be able to confidently address groups of people and individuals	x	
	Have excellent interpersonal skills	x	
	A commitment to promoting safeguarding	x	
Experience	Can take initiative	x	
	Work in a team	x	
	Organising their time and working to deadlines	x	
Training and development	Be able to demonstrate a willingness to attend appropriate training	x	
	Have already attended or make a commitment to attend the National Training Programmes for Clerks or equivalent training offered by the Trust or other organisations.		x
Knowledge and skills	Excellent listening, oral, grammar and literacy skills	x	
	Writing agendas and accurate concise minutes	x	
	ICT including keyboarding skills and use of email and internet	x	
	Organising meetings and co-ordinating people	x	
	Record keeping, information retrieval and dissemination of governing board data / documentation, to the governing board and relevant partners;	x	
	Developing and maintaining contacts with outside agencies e.g. Departments of the trust, church authorities and DfE		x
	Knowledge of governing board procedures		x
	Knowledge of educational legislation, guidance and legal requirements		x
	Knowledge of the respective roles and responsibilities of the LTC, Headteacher, church authorities and the DfE		x
	Knowledge of equal opportunities and human rights legislation		x
	Knowledge of data protection legislation		x
Other requirements	Be able to work at a time convenient to the LTC including evening meetings	x	
	Be able to travel/organise remote meetings – if required	x	
	Be available to be contacted at mutually agreed times	x	
	Have access to a computer/internet and school printing (as required).	x	