



The Collegiate Trust
Exceptional Education for All

Local Governing Body Clerk

Information for Applicants

Location *The Collegiate Trust, Croydon/Crawley*

Required ASAP

Terms Hourly paid contract - hours/days will be agreed subject to needs of the *Trust*, and there is no guaranteed minimum number of hours/days' work).

Salary Up to £16 per hour, dependent on experience (inclusive of holiday pay)

Closing Date Tuesday, 1 March 2022 (May close early depending on applications)

Interviews As applications are received





The Collegiate Trust
Exceptional Education for All

Our Partnership of Academies

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with academies whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Academies in The Collegiate Trust

- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the academy and beyond, developing successful adults who respect each other and their surroundings



Welcome

Dear Applicant

Thank you for your interest in the post of *Local Governing Body Clerk*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of beginning or developing your career with us.

At present the Governance team consists of the Governance Manager and two Local Governing Body Clerks. We are looking to expand this team to support our schools in the Crawley and Croydon area.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role please contact Sara Scott, Governance Manager at sara.scott@tct-academies.org.

To apply, please complete the form on our website <https://tct-academies.org/vacancies/>, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. I look forward to hearing from you.

Yours sincerely



Mr Gordon Smith
CEO



Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Status Quality Mark*. *Gossops Green Primary*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018, *The Quest Academy* on 1st June 2018, and *Courtwood Primary* and *Gilbert Scott Primary* on 1st September 2018. *Kenley Primary School* in Croydon joined most recently in September 2021.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 700 staff and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each academy within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & HR Manager* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's *Board of Directors*.



Job Description



Purpose of Post

Provide advice and guidance to the local governing body (LGB) on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of a governing body and its committees by providing :

- administrative and organisational support;
- guidance to ensure that the LGB 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 LGB.

Reporting to: Governance Manager

Principal Accountabilities

Knowledge and Understanding

The clerk will:

- Know the features of effective governance, and the LGB's governance structure and core functions.
- Understand key national education policies and the wider context in which the LGB is operating.
- Know the LGB duties under legislation and statutory guidance including Terms of Reference and Scheme of Delegation.
- Understand the importance of the LGB adhering to and promoting the school's internal procedures
- Understand the school's governance structure, including legal structure and constitution
- Understand the principles of records management and have working knowledge of the Data Protection Act and Freedom of Information Act
- Understand the LGB accountability to and relationship with other bodies (e.g. The Trust Board, the Department for Education, ESFA and Ofsted)
- Know The Collegiate Trusts code of conduct and strategic priorities.
- Understand The Collegiate Trust and academy specific culture, values and ethos.
- Know which information about pupil performance and financial management will be used by the LGB to hold leaders to account.
- Understand the Trust's funding agreement(s) and articles of association.

Administration

The clerk will:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed.
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner.

- Ensure that LGB papers are clear and accurate, and that minutes capture discussion points and actions.
- Challenge the LGB if meetings are not conducted in an orderly manner.
- Support the Chair in identifying priorities and upcoming issues when planning meetings.
- Evaluate administrative procedures to ensure effectiveness, and adapting these where necessary while following The Collegiate Trust templates and housekeeping formats.
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on.
- Maintain or help maintain accurate registers (e.g. register of interests).
- Work alongside the Governance Manager to establish and administer procedures for filling vacancies on the LGB.
- Keep a record of governors' attendance.
- Understand the principles of confidentiality and apply this to their own work and that of the LGB.
- Use technology effectively to streamline the LGB's processes.
- Communicate information clearly, logically and impartially.
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management.
- Have excellent time management skills.

Advice and guidance

The clerk will:

- Provide appropriate information for the LGB and check the credibility of sources.
- Update the LGB on changes to legal or statutory requirements.
- Inform the LGB about training and development opportunities.
- Provide clear, logical and impartial advice to the LGB.
- Understand the principles of conflicts of interest and is able to advise the LGB on managing and avoiding these.
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct.
- Speak out where the LGB is overstepping its strategic role.

People & Relationships

The clerk will:

- Build effective professional relationships with the Governance Manager, LGB, external contacts and others.
- Use appropriate influencing skills to gain the LGB's confidence
- Advise the LGB when governors' terms of office end, and assess the effect this will have on the LGB's skills mix.
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development.

Person Specification

Qualifications / Training

The Clerk should be willing to attend appropriate training and development.

Experience

Able to demonstrate a previous history which details relevant skills and knowledge as applied in other or similar settings.

Ability to work in an environment where experiences include taking initiative and self-motivation.

Knowledge of relevant governance legislation within academies.

Knowledge of the structure of academies and their community

Understand of Data Protection legislation

Understand Equal Opportunities and Human Rights Legislation.

Skills & Attributes

Good listening skills which include the ability to discriminate and assimilate key information

Good literacy skills to enable the writing of concise and accurate summaries of governors' discussions, leading to a formal minute where decisions, resolutions, recommendations and actions are recorded appropriately and clearly.

Ability to keep, maintain and evaluate important systems and records relating to the LGB and ensuring that Governors are in receipt of relevant documentation and information.

Demonstrate the ability to build strong relationships

Ability to manage your time effectively

Be highly motivated with a flexible proactive approach

Be able to maintain confidentiality

Be able to remain impartial

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks

The Collegiate Trust

Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ admin@tct-academies.org

💻 www.tct-academies.org

