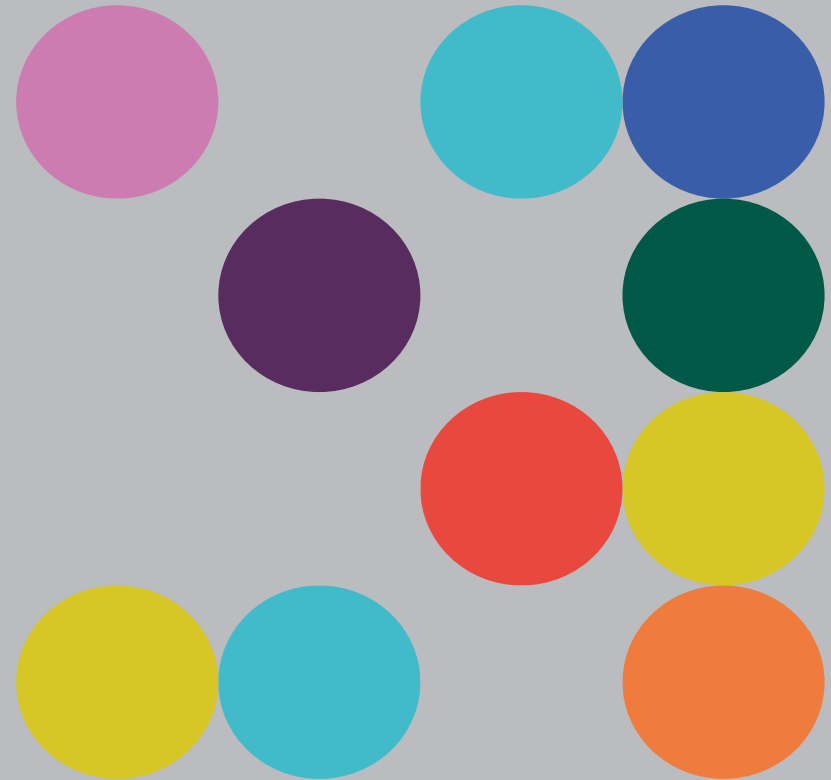


CLERK TO LGB RECRUITMENT PACK

November 2024



Job description



Post title

Casual Clerk to Local Governing Body



Salary

Grade 8, scale point 19
£16.11 per hour



Hours of work

As required, 10 – 15 hours per month, term time only.



Post status

Permanent

- **A fantastic opportunity for those with experience in administration or education industry and looking for flexible hours.**
- **Marches Academy Trust is currently recruiting casual Clerks to support our school's Local Governing Bodies (LGB). The role is term time only on a casual basis, working approximately 10 – 15 hours per month.**
- A Clerk provides support and guidance to our school's Governors to help them carry out their important duties overseeing educational standards and financial efficiency.
- Your responsibilities would include:
 - Attending LGB and committee meetings in person and minuting these
 - Working effectively with the Chair and Headteacher prior to each meeting to prepare an agenda and papers
 - Distributing papers within agreed timescales
 - Advising the LGB on governance legislation and procedural matters
 - Preparing accurate minutes of LGB meetings, recording decisions accurately and objectively with timescales for action.
- The successful applicant will demonstrate excellent organisational skills, strong minute taking skills, be confident working with groups of people, have good IT skills and work well to deadlines, reacting calmly and confidentially. Excellent communication skills are essential to this role.
- Previous clerking experience is desirable, along with knowledge of the education sector, although training will be provided.
- **If you have any queries and/or would like to discuss the full job description, please contact Bee Lopez Bloor, Trust Governance Officer on belen.lopezbloor@mmat.co.uk**

Safeguarding:

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm
- Taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting
- Forming and maintaining appropriate relationships and personal boundaries with children and young people

In addition to the above all Marches Academy Trust staff are required to:


- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Undertake appropriate training and development as required.
- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the Performance Review Cycle.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.



Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

Person specification

	Essential	Desirable
 <p>Qualifications, Professional Development and Experience</p>	<ul style="list-style-type: none"> • Experience of organising meetings and co-ordinating availability of people • Be able to demonstrate a willingness to attend appropriate training and development • Demonstrate relevant personal and professional development • Working in an environment where experiences include taking initiative and self-motivation 	<ul style="list-style-type: none"> • Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent
 <p>Skills, Knowledge and Aptitudes</p>	<ul style="list-style-type: none"> • Excellent listening, oral and literacy skills • Excellent interpersonal skills and be able to confidently address groups of people and individuals • Preparing agendas and accurate concise minutes • Excellent ICT skills, including use of Microsoft Office packages and using the internet to access relevant information • Ability to organise time and work to deadlines • Accurate record keeping, information retrieval and dissemination of governing body data/documentation to the LGB and relevant partners. 	<ul style="list-style-type: none"> • Knowledge of procedures for LGBs of schools • Knowledge of educational legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities within an Academy Trust including, Trustees, Governing Body, the Headteacher, Diocese and DfE. • Knowledge of equal opportunities legislation • Knowledge of Data protection legislation
 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Be a person of integrity and able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours and be able to work at times convenient to the LGB, including evening meetings • Be empathetic and sympathetic to the needs of others • Have an openness to learning and change • Have a positive attitude to personal development and training 	

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Our Trust Vision Statement and Values



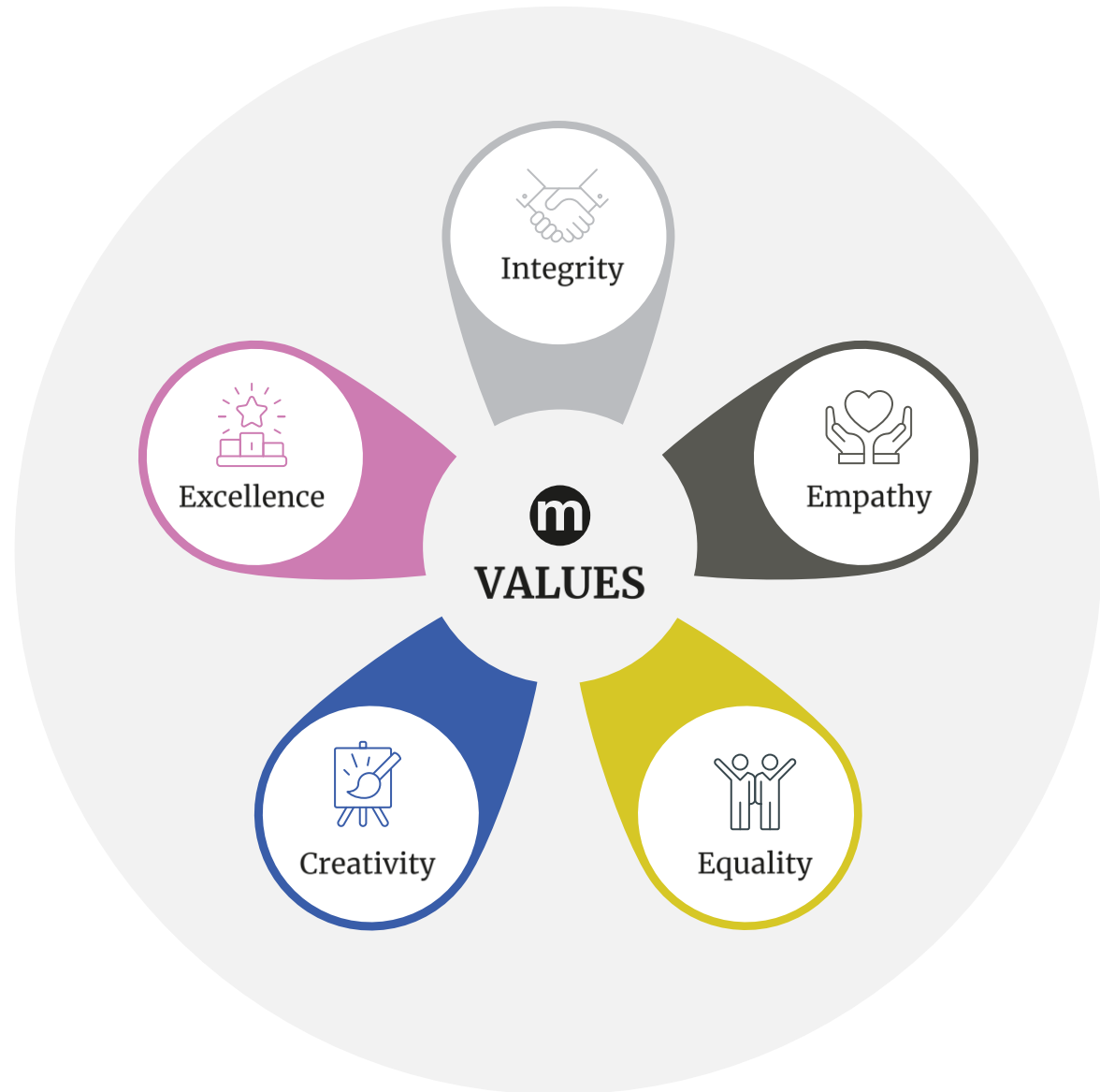
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous
non-contact
time for
staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know

Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:


Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



Marches Academy Trust
Morda Road
Oswestry
Shropshire
SY11 2AR

T. 01691 664400
E. trustadmin@mmat.co.uk

 marchesacademytrust.co.uk

 SY11 2AR

 [MarchesAcademyTrust](https://www.facebook.com/MarchesAcademyTrust)  [Marches Academy Trust](https://www.linkedin.com/company/MarchesAcademyTrust)