TITLE OF POST:	**Clerk to the Middlesex Learning Partnership Trust**
SALARY:	**£20,000**
PURPOSE OF POST:	**To be responsible for providing advice and support to, and organising and clerking the meetings of, the Middlesex Learning Partnership Multi Academy Trust (MAT) Board, Local Governing Bodies (LGBs) and Committees. Establish and maintain efficient processes for meetings, records management, appointments, elections and general administration.**
DATE OF APPOINTMENT:	**To be confirmed**
LINE MANAGER:	**CEO**
HOURS:	**Average 17 hours per week, 663 hours per annum (over term time – 39 weeks)**

JOB DESCRIPTION

Meetings and Administration

- To establish and maintain efficient processes for meetings, records management, appointments and elections general administration
- To organise and clerk MLP meetings to include Middlesex Learning Partnership Multi Academy Trust (MAT) Board, Local Governing Bodies (LGBs) and Committees
- To organise and clerk Governor Days (5 days per year, during the school day)
- To organise and clerk other ad hoc meetings (eg disciplinary and internal appeal panels) as may be required during the course of the year.
- For each MAT Board, LGB or Committee:

    - Prepare thoroughly for meetings and ensuring outstanding action points are acted on
    - Liaise with the Executive Head, Heads of Schools, other staff and Chairs about the agenda for each meeting at least 2 weeks before the meeting date.
    - To give proper notice of the meeting by distributing the agenda, minutes of the last meeting, and any other papers at least 7 days before the meeting.
    - To develop and maintain a timetable of regular papers to be considered by each meeting, to include consideration of the school calendar and statutory compliance
    - To be responsible for taking the minutes of all meetings and to circulate a draft set of minutes for comments within one week of the meeting being held.
    - Ensure the terms of reference for all meetings are reviewed annually

- Keep an up to date list of Members, Directors/ Trustees and Governors, their terms of office and a list of committee membership. The list of should include link responsibilities with individual school departments and areas of the school and their contact member of staff.
- Update information About Schools with any changes to Members, Directors/ Trustees and Governors
- Liaise with the Company Secretary to ensure that Companies House records are updated.
- To be responsible for ensuring that governance information on the school website remains up to date and that the Marketing Team is emailed with such changes as may be required from time to time.
- Maintain a list of Governor/Director visits and ensure reports of visits, once approved by the link member of staff, are circulated to Governors/Directors with papers for full LGB meetings.
- Maintain a central inspection file of minutes and papers for all meetings. Respond to formal requests for the disclosure of such minutes and to comply with the requirement to copy documentation over to the Department for Education.

- Maintain a record of Governor/Director training, both undertaken individually and as a full Governing Body.
- To ensure the Register of Business Interests is checked and updated every autumn term.
- To maintain a record of school policies.
- Responsible for the prompt circulation of updates from the Local Authority and Governor Support.

Providing advice and support

- To ensure all new Governors/Directors receive suitable induction training and are assigned a mentor.
- To provide an advisory role for Governors/Directors and keep all Governors/Directors up to date on matters concerning school governance and their obligations as company directors / trustees.
- Be familiar with the Articles of Association and Academy Funding Agreement and any other key compliance documents (eg the YPLA Academies Handbook etc) and ensure that the conduct of all meetings comply with these.
- To keep under review the terms of office for all Governors/Directors and to prompt the Head and Chair of Governors 3 months in advance of a term of office coming to an end.
- Receive any resignations from the Local Governing Body
- Checking that meetings are quorate, and if not providing appropriate advice on how to proceed
- Supporting the chair in identifying priorities and upcoming issues when planning meetings
- Finding appropriate information for the board, and checking the credibility of any sources
- Keeping the board updated on changes to legal or statutory requirements
- Accessing third-party guidance on behalf of the board where necessary
- Keeping the board informed about training and development opportunities
- Helping the board to create a culture in which challenge is welcomed
- Contributing to discussions about the design of governance committees and structures
- Supporting the board when carrying out evaluation exercises
- Advising on conflicts of interest, and how to manage and avoid these
- Challenging the board if concerned about non-compliance or the conduct of meetings
- Escalating concerns where necessary to the appropriate party
- Remaining committed to improving own performance, and taking advantage of opportunities attend training and development activities

To keep in regular contact with the Executive Head, Heads of School and Chairs and to assist with any other tasks in relation to the governance of the school as may be required.

Middlesex Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

TITLE OF POST:	**Clerk to Middlesex Learning Partnership**
SALARY:	**£20,000 per annum**
PURPOSE OF POST:	**To be responsible for providing advice and support to, and organising and clerking the meetings of, the Middlesex Learning Partnership Multi Academy Trust (MAT) Board, Local Governing Bodies (LGBs) and Committees. Establish and maintain efficient processes for meetings, records management, appointments, elections and general administration.**
DATE OF APPOINTMENT:	**To be confirmed**
LINE MANAGER:	**CEO**
HOURS:	**Average 17 hours per week, 663 hours per annum (over term time – 39 weeks)**

PERSON SPECIFICATION

Essential:

1. Experience of working in a similar, compliance focused role
2. A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately given the sometimes sensitive subject matter
3. Well organised, with the ability to meet statutory deadlines in good time
4. Good time management skills
5. A good standard of verbal communication, and the confidence to input into meetings when it is procedurally appropriate to do so.
6. A high level of personal responsibility and confidentiality
7. A good record keeper
8. An effective team player
9. Fully conversant with IT, including the Internet and MS Office products.

Desirable:

Previous experience of acting as a clerk to a governing body
Knowledge or previous experience of education legislation, guidance and legal requirements