



The Cornovii Trust

Required from September 2022 or as soon as possible thereafter:

Clerk to Governors

Hours: Suitable for evening working. Number of days and hours to be agreed. This is a flexible role, the number of hours, schools, commitment and availability can be agreed.

Grade 6 : SCP 12 – 17 [£11.70 to £12.92 per hour]

Responsible to: The Trust Management

Thank you for your enquiry about the above post. This is a permanent, part time flexible position which will require evening working as the majority of meetings take place after school. Flexible working is required to meet the needs of the meeting schedule. The number of schools, commitment and availability can be agreed in advance and is very flexible.

Alsager Multi Academy Trust (AMAT) and Brine Multi Academy Trust (BMAT) are currently planning to merge together from September 2022 and propose to become known as The Cornovii Trust.

The Cornovii Trust will comprise of 5 schools consisting of Alsager School, Alsager Highfields Primary, Weston Village Primary School, Brine Leas School and Audlem St. James C of E Primary and we have aspirations to grow this number and work collaboratively with other schools in the near future.

Principal Responsibilities:

You will be attached to a school or schools (depending upon your availability) and be the clerk to the local governing body for that school or schools.

To clerk all local governing body meetings for a school or schools – both committee and full board.

To work with the Governance, Compliance and Risk Professional and the respective Headteacher (s) to ensure the school or schools local governing body meetings run smoothly and effectively (this includes all the required paperwork and documentation).

Overall purpose of the job:

To provide a full confidential support service to the Governing Body, ensuring the governing body is properly constituted.

1. Prepare agendas and support papers prior to Governors and other sub-group/committee meetings as required by the Headteacher. Produce and issue accurate minutes and other documentation to achieve a timely and effective dispatch of business and implementation of decisions. Record attendance of meetings and chairing that part of a meeting where the chair of governors is elected.
2. Provide procedural and legal advice to the Governing Body in relation to Education, DFES Regulations and LEA policy documents thereby ensuring compliance at all times. (Training can be provided).
3. To maintain a database of all governing body members and their term of office and to ensure that all changes are noted. Advise on general succession planning of all roles, so elections or appointments can be organised in a timely manner.
4. To maintain records of all governing body correspondence, Policy documents and current terms of reference and membership of committee and working parties.
5. To co-ordinate and administer the election of new Parent and Teacher / Staff governors and their subsequent induction.
6. Provide clerking service for Headteacher appointments and other meetings of governor's panels including for complaints, discipline and grievance.
7. Keep a record of training undertaken by governors.
8. Offer advise on best practice in the organisation of governance, including on committee structures and self-evaluation on the organisation of the work of the governing body e.g. annual calendar or governing body meetings and tasks, schedule or governor visits.
9. Undertake appropriate and regular training and development and keep up to date with current educational developments and legislation that affect school governance to maintain knowledge and improve practice.

Notwithstanding the detail in this outline, in accordance with the The Cornovii Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Chief Executive Officer or Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working in the Cornovii Trust is demanding but the rewards are commensurate in an organisation with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The Trust and it's school's are proud of their supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

The Cornovii Trust is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post appealing, we would like to hear from you. Application is by completion of the Trust's two part Application Form. CV's will not be accepted.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described. The supporting letter should be no more than 2 sides of A4 and font size no smaller than 10.

The closing date is **12 noon on Monday, 4th July 2022**. Interviews are likely to be **held w/c Monday 11th July 2022**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen



H.R. Manager
Alsager School
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org All electronically submitted applications will be acknowledged.

Please note that you will be required to sign a paper copy of your application if you are invited to interview.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

BPi/June2022

Further details about the Trust are available from our website: www.thecornoviiitrust.org



PERSON SPECIFICATION

Job Title: Clerk to Governors

Grade 6; scp 12 to 17

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of Education including GCSE Grade C/4 or above English and Maths 	<ul style="list-style-type: none"> • Previous experience of working in an education field/working with children.
Experience	<ul style="list-style-type: none"> • Experience of working in an office/business environment. • Experience of accurate minute taking. • Experience of preparing agendas. 	
Skills, Knowledge and aptitudes	<ul style="list-style-type: none"> • Meticulous attention to detail. • Highly competent in the use of Microsoft Office suite of applications. 	
Other requirements	<ul style="list-style-type: none"> • Ability to provide an accurate, efficient and professional service. • Able to manage unpredictable and variable workloads, often under pressure, whilst maintaining a positive outlook at all times. • Enjoy a challenge and able to make decisions. Strong planning and organisational skills with a high level of attention to detail. • Honesty, integrity, discretion and ability to maintain confidentiality. 	<ul style="list-style-type: none"> • Have high expectation of themselves with the capacity for self-improvement

APPOINTMENT OF: Clerk to Governors

TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the Trust/School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

Successful candidates will be asked to complete a medical health questionnaire via occupational health, this is purely used to inform us of any health issues that may require reasonable adjustments to assist in their role.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The Trust/school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the Trust/ School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a "No Smoking" policy for the Trust. Employees joining the Trust/School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the Trust/School/Council

Applicants must disclose on their application form details of any relative who is a Trust/School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a Trust/School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The Trust/School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

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

Employing people with a criminal record

The Trust aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

BPi/Cornovii /June 2022