

JOB TITLE:	Clerk to the Board of Trustees
REPORTS TO:	Chair of Trustees / Chief Executive Officer
BAND:	6 (FTE Salary £21841- £25481) (Hourly Rate inc. Holiday Pay £12.68 - £14.80)
WORKING HOURS:	Typically 11 scheduled meetings per annum of approx. 2.5 duration, usually from 5pm to 7.30pm approx in addition to occasional ad hoc meetings <i>A maximum of 9 hours of time may be claimed for the administration of a meeting</i>
SUPERVISES:	Not Applicable

JOB PURPOSE:

The Clerk to the Board will ensure that meetings of the board and its committees run efficiently and effectively, are properly recorded and that Trustees, Governors and the Executive Team receive appropriate administrative support to fulfil their legal duties.

To provide the Company Secretary with administrative support in order to facilitate the efficient execution of his/her duties.

KEY ACCOUNTABILITIES

To carry out all duties in line with the 'Nolan' principles.

To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

To fully comply with the Data Protection Act (2018) to ensure that data is fairly and lawfully processed as directed and not transferred without adequate protection.

To participate in Employee Development schemes and Appraisal

At the discretion of the Chair of Trustees / Chief Executive Officer, to undertake such other activities as may from time to time be agreed consistent with the nature of the job described above

PRINCIPAL RESPONSIBILITIES/DUTIES

- Organise meetings for Board of Trustees, Trustee sub-committees, Members, Executive Team
- Arrange meetings as requested by the Chair, CEO, Company Secretary, CFOO
- Support Executive Team and Trustees to ensure that agendas and papers are circulated at least one week in advance of meetings.
- Put papers on the 'Moodle' shared area in advance of meetings
- Follow Terms of Reference for each committee
- Take detailed minutes of the meetings, identifying any specific action points
- Send copies of the draft minutes approved by the Chair, to all members of the committee within 14 days of the meeting.
- Make textual amendments agreed by Trustees to policies and send a final, approved copy of each policy to the Company Secretary, Clerk to LGBs and put on to the Moodle.
- File other documentation on to the Moodle as requested
- Carry out any additional tasks as requested by Trustees