

JOB DESCRIPTION



Post title:	Clerk to Board of Trustees & Committees
Grade:	H
Salary:	£13.46 per hour (inclusive of Fringe & Holiday Allowance)
Notice Period:	One Month
Hours of Work:	To total 100 hours per annum, as and when required
Reports to:	Chair of Board of Trustees
Responsible For:	Providing the clerking support to the Corvus Learning Trust

Main Purpose of the post

- To provide effective administrative and clerking support to all the Corvus Learning Trust Meetings; including Members, Board of Trustees and Committees.
- To advise on governance procedures within the Trust to ensure compliance.
- To aid and support good communication across the Trust.

Main Responsibilities

- To provide effective administrative and clerking support to all the Corvus Learning Trust Meetings; including Members, Board of Trustees and Committees.
- To advise on governance procedures within the Trust to ensure compliance.
- To aid and support good communication across the Trust.
- Maintain confidentiality in all aspects of the post.
- Prepare agendas for all Trust meetings in liaison with The Chair of the Members and the Board of Trustees, Chief Executive Officer (CEO) and Chairs of Committees.
- Prepare and circulate agendas and appropriate reports within required timescales.
- Attend all Trust meetings and draft accurate minutes, with schedules of matters arising.
- Submit draft minutes for approval by the relevant chair and distribute the final version as required.
- Maintain records of all Trust meetings for the public record, and for use by Members, Trustees and school staff.
- Establish a timetable of meetings for the year with all Chairs.
- Ensure that all Members and Trustees sign a declaration of business interests annually and maintain a register of those interests.
- Inform appointing bodies of the end of Trustees' terms of office and ensure that elections are properly carried out, in accordance with statutory requirements.
- Ensure that all Trustees sign a declaration of their qualification as a Trustee upon appointment or re-appointment.
- Ensure that all Members and Trustees are security checked upon appointment or re-appointment according to current requirements (DBS).
- Provide new Members and Trustees with induction materials including a copy of the guide to the law for Trust governance.
- Manage correspondence for the Trust, forwarding to chairs, Members and Trustees as required and responding appropriately.
- Maintain files of Terms of Reference and documentation for Trust information.
- Liaise with the Local Authority and attend briefing/training sessions.
- Be familiar with the guide to the law for Trust Governance and provide advice to Members and Trustees as necessary.
- Check the Trust website annually to ensure that the correct information as dictated by legislation is included.
- Keep a file of Trust policies.
- Comply with policies and procedures relating to financial control, health and safety, safeguarding, confidentiality, equal opportunities and data protection, reporting any concerns to the appropriate person.

- Contribute to the overall aims and targets of the Trust, appreciate and support the roles of other members of the Trust central team and attend and participate in relevant meetings as required.
- Be aware of, and take part in, the Trust Performance Appraisal framework and participate in training and development activities as required.
- Ensure that the Trust safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- Undertake any other similar duties as required by the Chair of the Board of Trustees and CEO.

The Trust's image is being projected by the post holder. If record keeping and other information systems are not satisfactorily maintained the Trust may fail to keep statutory standards.