

# The Dunstan Catholic Educational Trust

A charitable company limited by guarantee. Registered in England and Wales under company no. 13306248. Registered office: Alexander House, 160 Pennywell Road, Bristol BS5 0TX



Trust Clerk to Local Governing Committee(s)  
Application Pack  
July 2022

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Dear Applicant,

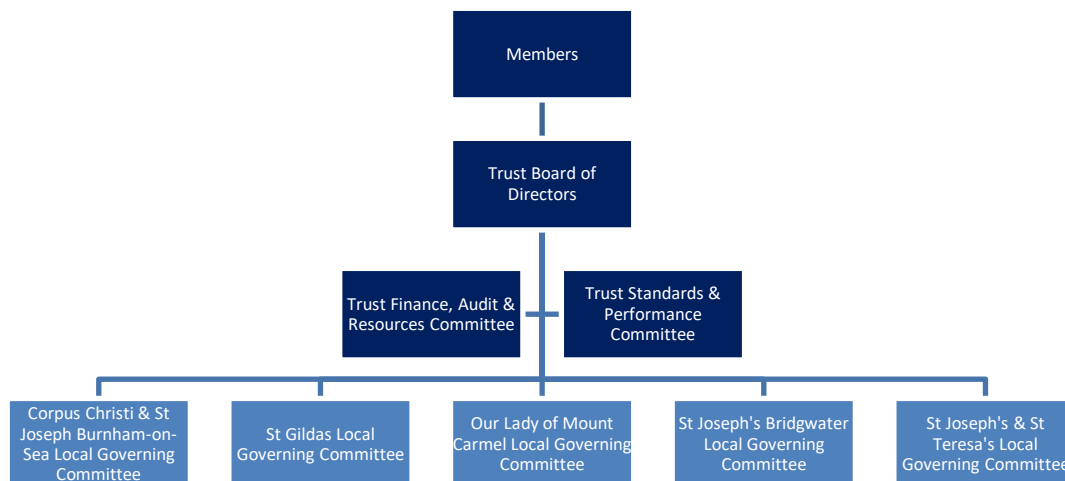
Thank you for your interest in the Trust Clerk to Local Governing Committee(s) role for a start date wef 1 September 2022.

This is an exciting time to join us, the DCET opened on 1 March 2022 as one of the first Catholic multi-academy Trust's (MATs) in Clifton Diocese. The DCET currently oversees six primary schools based in Somerset and North Somerset with a combined total of circa 1200 pupils, 200 staff and £5m budget. However, the Bishop's ambitious growth plan means it is expected to expand quickly over the next few years to over 20 schools with a mix of primary and secondary schools. More details about the Trust, its vision, values and schools can be found via: [The Dunstan Catholic Educational Trust \(thedcet.com\)](http://thedcet.com)

The Trust Board seeks to appoint a Trust Clerk to Local Governing Committee(s) (LGC) on a permanent, part-time basis who will lead the provision of clerking support, advice and guidance to governors and headteachers in more than one LGC, with each meeting six times per year. Joining the Trust now offers the opportunity to collaborate with the Trust Governance Lead and peers in the termly Trust Clerks Forum meetings to shape governance and clerking team practice across the Trust in its first year.

Handover support can be arranged plus transition, coaching and mentoring support from an experienced external company secretary and interim trust governance lead if required. Access to ongoing continuous professional development is available via the Trust's membership of the Confederation of School Trusts and Somerset Governor Services.

The DCET governance structure diagram is shown below and more details can be found via: [Governance \(thedcet.com\)](http://thedcet.com). You will need to work flexibly to attend formal meetings which are often held in the early evening to accommodate busy volunteers with daytime commitments.





## What We Can Offer You

- Employer contributions to the Local Government Pension Scheme
- Excellent career development opportunities as the Trust grows
- Handover, transition and/or coaching and mentoring support provided by an experienced external company secretary and trust governance lead. The latter could be helpful particularly if you have not worked in the education sector previously.
- Access to continuous professional development via Trust membership of sector professional body/ies e.g. Confederation of School Trusts and Somerset Governor Services.
- Annual leave of 25 days (pro rata) plus bank holidays rising after 5 years
- A flexible approach to work life balance

## To Apply

If you would like an informal conversation before applying, please contact the Interim Trust Governance Lead: [CEmery@theDCET.com](mailto:CEmery@theDCET.com)

To apply, applicants should complete a CES model application for **Support Staff** in full, including the supporting statement via: [Vacancies \(thedcet.com\)](https://www.thedcet.com/vacancies) Please submit your application to: [HTaylor@theDcet.com](mailto:HTaylor@theDcet.com)

**N.B.** CVs will not be accepted. The Trust's privacy notice can be found via: [Privacy and Cookie Policy \(thedcet.com\)](https://www.thedcet.com/privacy-and-cookie-policy)

The Trust is committed to equality, diversity and inclusion and safeguarding. As the Trust Governance Lead you will demonstrate a commitment to supporting the Trust's Catholic ethos but you do not have to be Catholic to apply, as an inclusive employer applications are welcomed from all. Any appointment will be subject to the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 clearance.

Finally, the Somerset area in the South West of England is a fantastic place to live and work. It is home to many natural and cultural sites of interest including beautiful beaches, harbours and coastal walking paths, Cheddar Gorge, Glastonbury Festival, the City of Wells, Taunton Canal, willows and wetlands. Find out more via: [Somerset | Accommodation | Attractions | Things to do - Visit Somerset](#)

Kind regards,

Catherine Christie  
Chair of Directors



## Trust Clerk Job Description

<b>Job Title:</b> Trust Clerk
<b>Reports To:</b> Trust Governance Lead
<b>Contract:</b> Permanent, part-time
<b>Salary:</b> NJC G13 – G17 £23,023 -£24,920 pro rata.
<b>Location:</b> At a Trust location with travel to schools and flexible working as per Trust policy

Task Time Allocation	Hours
Termly (x6) Board or committee meetings (incl. attendance pre & post meeting prep i.e. scheduling, agenda & minute production, provision of advice, follow-up action)	10
Annual Pay Panel meeting	5
Ad hoc Panel meetings (e.g., complaints, disciplinary)	10
Termly (x6) attendance and input at Clerk Forum meetings	1.5
Ongoing record keeping & regulatory compliance (incl. register of interests, attendance, GIAS, school websites)	7.5
Ad hoc leadership of governor recruitment, onboarding and induction	7.5
Annual coordination of governor training events and bi-annual skills audits	9

### Main Duties:

The Clerk to Local Governing Committee(s) will:

1. **Provide advice and guidance**
  - Advise on governance legislation, policy and procedural matters relating to their delegated remit as and when changes occur
  - Act as the first point of contact for governors with queries on procedural matters
  - Liaise with the Trust Governance Lead to provide or procure appropriate legal advice, support and guidance related to a committee's delegated remit on the behalf of governors
  - Offer verbal advice and/or written briefings on best practice in governance as per DfE guidance (e.g. A Competency Framework for Governance, Governance Handbook)
  - Promote compliance with the delegated terms of reference and relevant academy/ies' supplemental funding agreement(s); helping to ensure that governors deliver appropriately robust and respectful challenge and support to hold leaders to account for performance
  - Advise on the application of policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants; ensuring



the academy policy review schedule is kept up-to-date and brought to the attention of staff for revision in a timely manner

- Assist in the process of evaluating and developing the quality and impact of committee governance

## **2. Facilitate effective administration of meetings**

- Advise on the annual calendar of meetings and agendas in conjunction with the committee chair(s), headteacher/lead report(s) and Trust Governance Lead
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers 7 days before the scheduled meeting
- Ensure meetings are quorate
- Demonstrate the ability to use professional judgement in drafting accurate minutes of committee meetings, indicating who is responsible for any agreed action with timescales. Send first draft minutes to the committee chair, headteacher and Trust Governance Lead within the agreed timescale
- Upload to SharePoint the approved draft to the committee in readiness for the next scheduled meeting
- Follow-up any agreed action points with those responsible and provide a progress update on their behalf at the next scheduled meeting
- Clerk any statutory appeal and ad hoc /panels the committee is required to convene

## **3. Membership**

- Ensure an audit of skills is conducted at least bi-annually and advise the outcomes/skills gaps to the committee and Trust Governance Lead to inform future recruitment and training
- Notify governors, the Trust Governance Lead and appointing bodies in advance of the expiry of a governor's term of office, so elections and/or succession planning can be organised in a timely manner
- Chair that part of the meeting at which the committee chair is elected, giving procedural advice concerning the conduct of this and other elections e.g. parents or staff
- Provide recruitment support in adherence with the Trust's governor recruitment process, and Safer Recruitment Policy, liaising as required to ensure that the relevant Single Central Record is kept up-to-date with governor information
- Liaise with the committee chair to coordinate the onboarding and induction process for new governors, including the issue of a trust email address and secure access to SharePoint (and removal immediately upon their departure)
- Contribute to the induction and development of governors taking on new roles, e.g. chair or vice-chair, designated link governor



4. **Manage statutory information and compliance**
  - Maintain an up-to-date register of every governor's declared interests, attendance, and training
  - Maintain up to date statutory records (including GIAS) and ensure compliance with DfE guidance: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>
  - Inform the relevant committee chair, Trust Governance Lead, Diocesan Governance Officer and any other stakeholders of any changes to committee membership
  - Use the Trust's electronic storage system to maintain up-to-date, digital governance records (ensuring the contents of each meeting folder is 'locked' i.e. not changed after a meeting has been held to provide an effective audit trail of committee business),
  - Ensure compliance with the suite of Trust Data Protection Policies, including Retention and Destruction Policy
  - Ensure full compliance with the Trust Safeguarding Policy.
  
5. **People and relationships**

To develop and maintain productive working relationships whilst maintaining independence by:

  - working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic priorities
  - working closely with committee chairs, senior leaders and other clerks across the Trust to promote two-way communication across the Trust governance structure
  - maintaining effective communications with relevant external stakeholders such as Clifton Diocese, other Catholic and LA maintained schools, and the Local Authority
  
6. **Personal development**
  - Undertake appropriate and regular training and development to maintain the knowledge, skills and behaviours required in line with DfE guidance: Clerking Competency Framework.
  - Keep up-to-date with current educational developments and legislation affecting school governance.
  - Participate in regular performance management.



## **General information**

The post holder will be required to comply with the Trust's policies and procedures. All employees have a duty to safeguard and promote the welfare of children, young people, and vulnerable adults. It is an essential requirement that employees are aware of the Trust's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

## **Review**

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder and as directed by the Trust Board.





## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English Language (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to attend the national training programme for Clerks or its equivalent</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>The understanding and ability to demonstrate the knowledge, skills and behaviours required to provide professional clerking in line with the Clerking Competency Framework (DfE)</li> <li>Proficient use of IT including MS Office, Teams and SharePoint</li> <li>Good verbal and written communication skills and stakeholder engagement at all levels</li> <li>Effective time management and working to deadlines</li> <li>Accurate digital ways of working including: record keeping, information retrieval and dissemination data/documentation</li> <li>Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit</li> <li>Planning and organising meetings</li> </ul>	<ul style="list-style-type: none"> <li>Using the internet to access relevant information</li> <li>Knowledge of governing procedures relevant to charitable companies</li> <li>Knowledge of education sector and other relevant legislation, guidance and legal requirements</li> <li>Knowledge of the respective roles and responsibilities of governors, the Headteacher, the Trust, the LA, Diocese and the DfE</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant professional development as a clerk or personal/executive assistant</li> </ul>	<ul style="list-style-type: none"> <li>Experience of clerking in a multi-academy trust</li> <li>Working on own initiative and as a member of a team</li> </ul>



	Essential	Desirable
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Person of integrity</li> <li>• Able to maintain confidentiality</li> <li>• Able to remain impartial</li> <li>• Flexible approach to working hours</li> <li>• Sympathetic to the needs of others</li> <li>• Open to learning and change</li> <li>• Positive attitude to personal development and training</li> <li>• Good interpersonal skills</li> <li>• Commitment to, and support for the vision and values of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Enthusiastic and resilient</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to work at times convenient to the governors including evening meetings</li> <li>• Able to travel to meetings and manage virtual meetings</li> <li>• Available to be contacted at mutually agreed times</li> </ul>	