

Academies Enterprise Trust

**Job Description**

**Job title:** Clerk to the Trustees and Academies Governance Officer

**Location:** Academies Enterprise Trust, 3rd Floor, 183 Eversholt Street, London NW1 1BU

**Reports to:** **Chair of Trustees** (as Clerk to the Trustees)  
**National Director of Education** (as Academies Governance Officer)

NB - Due to the dual aspect of this role, the Head of Governance, Risk and Compliance will (at least initially) act as the line manager of this role.

**Department:** Governance

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**Purpose of the role**

**Part A - Clerk to the Trustees**

As described by the NGA, a professional clerk provides advice and guidance to the Trustee Board on constitutional, procedural and regulatory matters. Through administrative support, the clerk contributes towards the efficient functioning of the Board and its committees, and enables Trustees to discharge their responsibilities effectively.

More details of these company secretarial responsibilities of the role provided in [Appendix 1](#).

**Part B - Academies Governance Officer**

With around 60 schools, AET is the country's largest multi-academy trust. Good governance is critical to school improvement and to the achievement of AET's strategic objectives.

Our innovative and professional model of governance depends on rigour and efficiency in systems and processes of communication and administration. This position plays a leading role in maintaining and further developing such systems and processes, and in particular, those relating to

- the management and publication of the composition of academy Governing Boards (GBs), and the scheduling of termly academy GB meetings
- the quality assurance of clerking arrangements for the academy GBs, supported by online tools (primarily Google-based) to provide clarity of evidence of good governance processes and easy access to key documentation
- the quality assurance, approval and publication of policies and statutory information, clearly differentiating between what is controlled at Trustwide level and at individual Academy level
- supporting the National Director of Education in holding the academy GB Chairs to account

More details of this aspect of the role are provided in [Appendix 2](#).

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to work more broadly with the Education team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



**Person Specification**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Graduate with ICSA or similar professional qualifications relating to administration and/or governance</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>Basic understanding of the purpose, value and principles of governance</li> <li>Familiarity with the policy landscape for charitable trusts</li> <li>Experience of developing new or improved administrative processes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a regulated sector and/or charitable trust</li> <li>Experience of working in large multi-entity organisations</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>Line management not essential, but must be confident in influencing peers and senior colleagues in the application of rigorous processes</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>A critical thinker who can step back from current ways of doing things and identify better ways to achieve the Trust's strategic objectives</li> <li>Scheduling skills</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>Proficiency with online productivity and collaboration tools (ideally G-Suite)</li> <li>Excellent written communication skills, including drafting and editing of professional quality documents, and</li> </ul>	<ul style="list-style-type: none"> <li>Permission-based document management</li> <li>Creation and management of online surveys</li> </ul>



		<p>considerate use of email</p> <ul style="list-style-type: none"> <li>● Agenda planning and minute-taking</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>● Pride in attention to detail, clarity and accuracy</li> <li>● Very well-organised</li> <li>● Collaborative</li> <li>● Pro-actively anticipating problems and identifying solutions</li> </ul>	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>● Not applicable</li> </ul>

**Appendix 1 - Clerk to the Trustees responsibilities**

- Advise the Board on its core functions, procedural matters, statutory guidance, and best practice in governance
- Know where to access appropriate legal advice and support (Charity and Company law), and where necessary seek advice and guidance from third parties on behalf of the Board, including changes to Trustee responsibilities as a result of changes in the relevant legislation
- Advise the Board on the regulatory framework for governance (Articles of Association, Funding Agreement and Academies Financial Handbook) and ensure the required filings and returns are made.
- Ensure that the Board and each Sub-Committee is properly constituted with appropriate terms of reference

- Advise the Board on best practice in relation to its scheme of delegation for governance
- Advise on the annual cycle of Board meetings, supporting the efficient flow of information and decisions, including preparation of agendas, distribution of Board reports, taking minutes of Board meetings, and following through on action point and matters arising from previous meetings
- Send new Trustees induction materials and ensure they have access to appropriate documents, including the Code of Conduct, and training where required
- Ensure that Trustwide policies and other statutory information are in place (and published on the AET website where necessary), and subject to an appropriate Board review process.
- Be the editorial gatekeeper of the AET policy portal, holding executive policy owners and editors to account for good practice in policy drafting and administration. See Appendix 2 in relation to publication of policies and statutory information at individual academy level.

#### **Appendix 2 - Academies Governance Officer responsibilities**

- Assurance that each academy GB has a competent clerk (whether internally or externally resourced) and the promotion of a community of practice amongst the clerks
- Quality assurance of the processes for publication of the member composition (including functional designations, attendance and business interests) of academy GBs
- Scheduling and communication (4 terms in advance) of termly academy GBs
- Development (with colleagues) of improved ways to quality assure the recording of evidence of good governance
- Support to the National Director of Education in holding the academy GB Chairs of Governors to account, including managing the agenda and minutes of the monthly all Chairs of Governors meeting at Head Office.
- Development and promotion of the use of the new media and technologies in relation to governance (e.g. effective use of G-Drive, and AET Portal)
- As necessary, draft sections of the AET weekly bulletin regarding governance related matters for target audiences
- Development (with colleagues) of improved processes to ensure ongoing website compliance for each AET academy, ensuring all policy and statutory information is correct