



**MAIDEN ERLEGH**  
TRUST

**Maiden Erlegh Trust**  
requires a  
**Clerk to the Local Advisory Board**

**Hours:** 10-30 hours per month, term time only (*based on clerking for a minimum of 1 school, maximum of 3 schools*)

**Required** from 1 September 2022

**Closing date:** 9am 13 July 2022

**Salary:** Grade 4, SCP 7. Fulltime £20,444. Actual from £4,584 (for 10 hours) - £13,752 (for 3 schools)

Maiden Erlegh Trust has a new vacancy for a Clerk to the Local Advisory Board (LAB) working 30 hours per month across 3 of its schools. This is a great role for a strong administrator, with clerking experience, who is looking for part time, flexible working hours.

The Clerk to LAB plays a vital role in ensuring the smooth running of the LAB meetings, preparing agenda and papers and taking accurate minutes. The Clerk also provides advice on governance, constitution and procedural matters to ensure members are following good practice and meeting legal responsibilities. Meeting start times will differ for each school but they will always be after school commencing between 4pm – 5pm. Each school organises approx. 5 meetings throughout the academic year.

Core skills needed to fulfil this post include excellent administration and communication skills, with experience of minute taking. Having the ability to deal with highly confidential matters professionally is essential as is good interpersonal and organisation skills. Being competent in using Microsoft software, email and internet is also essential and having access to a computer is desirable.

If you would like to have an informal chat with the hiring manager please email our recruitment team on [recruitment@maidenerleghtrust.org](mailto:recruitment@maidenerleghtrust.org) who can help organise this.

The Trust reserves the right to interview and appoint before the closing date.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*



**Job Description**

<b>Role</b>	<b>Clerk to the Local Advisory Board</b> ( <i>Cranbury College, Hamilton School and Maiden Erlegh School in Reading</i> )	<b>Reports to</b>	Clerk to the Board of Trustees
<b>Grade</b>	Grade 4, SCP 7	<b>Hours of work</b>	10-30 hours per month term time only ( <i>based on clerking for a min 1 school, max 3 schools</i> )
<b>Job Evaluation Code</b>	MER005	<b>Place of work:</b>	Cranbury College, Hamilton School, Maiden Erlegh School in Reading
<b>Purpose</b>	To provide efficient, effective and confidential administrative support to the Local Advisory Board in the performance of their statutory obligations. Advising the LAB on constitutional matters, duties and powers and work within the broad current legislative framework ensuring the continuity of governing body business.		
<b>Scope</b>	<b>Main contacts:</b> LAB Members and School Staff	<b>Staff responsibilities:</b> None	<b>Financial responsibilities:</b> None
<b>Main Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide a full range of administrative support for the Chair of the Local Advisory Board. This support will include dealing with confidential issues.</li> <li>• Advise the LAB on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.</li> <li>• Convene all Board meetings by written notice within the required timescale. Liaise with the Chair, Headteacher and LAB members to prepare the agenda. Attend meetings; record minutes within the agreed timescale. Prepare draft minutes; record accurately and objectively with timescales for action. Publish minutes after approval of the Chair and LAB.</li> <li>• Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously.</li> <li>• Maintain a database of terms of office to ensure that elections and appointments are carried out correctly, and ensure these are communicated for update on to Edubase.</li> <li>• Ensure awareness of current developments and legislation affecting all areas of the governance of schools and offer advice that is consistent, reliable and authoritative to the Chair, Headteacher and LAB on the wide range of routine and complex issues.</li> <li>• Maintain records of current terms of reference and membership of committee and working parties and nominated governors e.g. literacy.</li> <li>• Ensure all LAB members receive regular governance training</li> <li>• Any other duties that may reasonably fall under the purview of the post, in consultation with the postholder</li> </ul>		

**Maiden Erlegh Trust  
Person Specification**

<b>Role</b>	<b>Clerk to the Local Advisory Board</b>	<b>School/Department</b>	<b>Maiden Erlegh Trust</b>
<b>Grade</b>	Grade 4, SCP 7	<b>Job Evaluation Code</b>	<b>MER005</b>

<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2/3 or equivalent</li> <li>• GCSE or equivalent level in English</li> <li>• Knowledge of or the desire to learn about educational legislation, guidance and legal requirements relevant to the governing body</li> <li>• Knowledge of and adherence to the Clerking Competency Framework 2017</li> <li>• Knowledge of or the desire to learn about the roles, responsibilities and procedures of the LAB, the Headteacher, and the DfE</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative experience essential</li> <li>• Experience of working in a school setting desirable.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good general communication skills</li> <li>• Excellent, accurate, and concise writing skills</li> <li>• Good organisational skills – able to prioritise workload</li> <li>• Excellent record keeping, information retrieval and dissemination of governing body data/documentation</li> <li>• Tact, diplomacy, confidentiality and sensitivity</li> <li>• Ability to use appropriate IT equipment as required by the governing body</li> <li>• A flexible approach to work</li> <li>• A sense of responsibility and integrity</li> <li>• Positive attitude to personal development and training</li> <li>• Openness to learning and change</li> <li>• Tact and diplomacy</li> <li>• Confidentiality</li> <li>• Ability to remain impartial</li> <li>• Able to travel to meetings</li> <li>• Available to be contacted at mutually agreed times</li> <li>• Able to attend meetings during the evening</li> </ul>
<b>Requirements specific to the role</b>	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

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