



Clerk to Local Advisory Board Recruitment Information

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Clerk to the Local Advisory Board (6 hours per week term time)

Immediate start

We are seeking a clerk to support the work of our Local Advisory Board. The successful candidate's primary role will be to attend committee meetings in order to record and publish minutes and undertake administrative tasks to facilitate effective governance. As Clerk to the Local Advisory Board it is essential that you are well organised and able to maintain the highest standards of confidentiality.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on 27th March 2023 (although we reserve the right to interview candidates ahead of the closing date).





Clerk to Local Advisory Board

Job Description

Job Title	Clerk to Local Advisory Board
Salary	Grade 5

Job Purpose

To provide efficient, effective and confidential, administrative support to the Local Advisory Board in the performance of its statutory obligations.

Advising the Local Advisory Board on constitutional matters, duties and powers and working within the broad current legislative framework ensuring the continuity of Local Advisory Board business.

Line Management

Responsible to: Headteacher

Liaison with: Chair of Local Advisory Board, local advisors, school staff, The Circle Trust staff.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication March 2023





Main Tasks/Accountabilities

- Provide a full range of administrative support, for the chair, Local Advisory Board, committees and the Headteacher. This support will include dealing with confidential issues.
- Advise the Local Advisory Board on constitutional matters, procedures for school governance and recommended good practice, but excluding other legal advice.
- Convene all Local Advisory Board meetings by written notice within the required timescale. Liaise with Headteacher and Chair to prepare 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/Headteacher and Local Advisory Board.
- Maintain an archive signed record of the Local Advisory Board minutes and send approved minutes to the Trust when required. Also, where agreed, send minutes to appropriate other authorities. Ensure that copies of the minutes and other public documents are available for inspection excluding confidential items as agreed.
- Liaise with the Chair prior to the next meeting to receive an update on progress of actions agreed previously by the Local Advisory Board.
- Attend termly meetings, as arranged, and other training seminars as required.
- Administration of the appointment procedure and induction of new local advisors. Maintain a local advisor register of interests. Maintain a database of local advisor's terms of office to ensure that elections and appointments are carried out correctly. Undertake the administrative duties relating to the election of parent, teacher and staff local advisors following trust guidance.
- 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 Headteacher, Chair and Local Advisory Board on the wide range of routine and complex issues.
- Maintain records of current terms of reference and membership of committee and working parties and nominated local advisors e.g. health and safety.
- Manage the administration of local advisor policies, ensuring that policies comply with the school's statutory duties and are reviewed and updated within designated timescales. Liaise with the school to ensure that up-to-date policies are available on the school's website.
- Carry out any other reasonable duties relating to the post as directed by the Chair of Local Advisors and agreed by the postholder.
- Coordinate and clerk local advisor disciplinary committees as required.
- Liaise with The Circle Trust staff to ensure that local governance is in line with Trust policies and processes.



Clerk to Local Advisory Board

Person Specification

Person Specification	
<p>Knowledge/Qualifications: GCSE or equivalent level in English</p> <ul style="list-style-type: none"> • Knowledge of educational legislation, guidance and legal requirements relevant to the Local Advisory Board • Knowledge of the roles, responsibilities and procedures of the Local Advisory Board, the Headteacher, The Circle Trust the LA and the DfE. 	
<p>Skills/Abilities:</p> <ul style="list-style-type: none"> • Good general communication skills • Excellent, accurate, and concise writing skills • Good organisational skills – able to prioritise workload • Excellent record keeping, information retrieval and dissemination of governing body data/documentation • Tact, diplomacy, confidentiality and sensitivity • Ability to use appropriate IT equipment as required by the governing body • An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. 	
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of committee working, clerking of committees or serving as a school governor. 	
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • A flexible approach to work • A sense of responsibility and integrity • Positive attitude to personal development and training 	<ul style="list-style-type: none"> • Openness to learning and change • Tact and diplomacy • Confidentiality • Ability to remain impartial
<p>Special Factors:</p> <ul style="list-style-type: none"> ▪ Able to travel to meetings ▪ Available to be contacted at mutually agreed times ▪ Able to attend evening meetings 	