



JOB DESCRIPTION

Job Title:	Clerk to the Board of Directors
Responsible to:	Chair of Directors / MAC Business Manager
Salary:	£1,200 per annum
Hours:	Approx. 100hours per annum

Job Purpose:

To ensure the efficient functioning of the Board by providing administrative and organisational support, provide guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework and advice on procedural matters relating to the operation of the Board.

Main Duties and Responsibilities of the Clerk to the Board of Directors:

Relationships and communication

- Building relationships with key figures on the Board and other MAC Stakeholders
- Establishing channels of communication for sharing information with the Board and other nominated Stakeholders

Meetings and administration

- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Ensuring that Board papers are clear and accurate, and that minutes capture discussion points and actions
- Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary
- Preparing thoroughly for meetings and ensuring outstanding action points are acted on
- Circulating minutes within agreed timeframes
- Maintaining, or assisting in the maintenance of, accurate registers
- Establishing efficient records management procedures
- Advising the Board when Directors' terms of office end, and assessing the effect this will have on the Board's and sub committees skills mix
- Establishing and administering procedures for filling vacancies on the Board, whether by appointment or election
- Keeping a record of Directors' attendance and contribution to meetings
- Compliance with General Data Protection Regulation and MAC Policies and Procedures

Providing advice and support

- Checking that meetings are quorate, and if not providing appropriate advice on how to proceed
- Supporting the Chair in identifying priorities and upcoming issues when planning meetings
- Finding appropriate information for the Board, and checking the credibility of any sources

- Keeping the Board updated on changes to legal or statutory requirements
- Accessing third-party guidance on behalf of the Board where necessary
- Keeping the Board informed about training and development opportunities
- Helping the Board to create a culture in which challenge is welcomed
- Supporting the Board when carrying out evaluation exercises

Professional judgement

- Advising on conflicts of interest, and how to manage and avoid these
- Challenging the Board if concerned about non-compliance or the conduct of meetings
- Escalating concerns where necessary to the appropriate party
- Remaining committed to improving own performance, and taking advantage of opportunities to attend training and CPD activities

Other Responsibilities

- Undertake such duties and work hours as agreed with the MAC Business Manager and carry out duties as may be required from time to time as detailed by the MAC Business Manager.
- To support at all times the Catholic ethos of the Multi Academy Company.

This job description is current, but following consultation with you, may be changed by the MAC Business Manager to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

Attributes		Essential	Desirable
Qualifications and Experience	Experience of working as a Clerk to a Board	✓	
	Minimum 2 years' Administrative role	✓	
	Experience of liaising with Stakeholders	✓	
	Understands the 6 features of effective governance		✓
	Understands the principles of records management, and has a working knowledge of the General Data Protection Regulation, Data Protection Act and Freedom of Information Act		✓
Skills and Abilities	Proficient in working with Office 365	✓	
	Accuracy in reporting detailed information, combined with the skill to provide clear written commentary and overview.	✓	
	Ability to approach tasks in an analytical manner and deal quickly and efficiently with a changing workload and meet deadlines.	✓	
Personal Qualities	Team Player	✓	
	Possess excellent time management	✓	
	Self-motivated, proactive, well-organised and able to work on own initiative with minimum supervision.	✓	
	Flexible approach to duties and working arrangements.	✓	
	Excellent interpersonal skills with proven ability to build effective working relationships with all stakeholders.	✓	
	Commitment to the safeguarding of pupils.	✓	
	Hold a current UK driving licence.	✓	