



Venn Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

ACADEMY: Venn Central Team **POSITION NO:** 004
DEPARTMENT: Administration **GRADE:** 7 (£24174 - £26822)
JOB TITLE: PA/Clerk **DATE PREPARED:** Nov-17
EVALUATION DATE: **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Academy's Equal Opportunities in Employment Policy.

PURPOSE:
To support the Chair of the Trust Board and the CEO in their management role through the provision of a confidential, efficient and responsive secretarial/administrative support service. To assist the Academy Trust and local governing bodies in meeting its responsibilities through the provision of accurate and timely background papers and documents ensuring compliance at all stages. You will possess the ability to advise and guide our Trust, Governing Bodies and its committees, and by doing so influence the academy's ability to support pupils in reaching their full potential. You will provide effective administrative support that focuses decision making, improves transparency, and enables effective engagement with wider stakeholders.

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children and young people.
	ROLE AND RESPONSIBILITIES AS A PERSONAL ASSISTANT (PA)
2.	To ensure an efficient, positive and professional image of the CEO at all times
3.	To develop excellent administrative practices to support the smooth running of Venn Academy Trust
4.	To support the CEO in delivering the vision of the Trust through effective diary and relationship management

	SPECIFIC TASKS TO ACHIEVE THE ABOVE:
5.	Manage the day-to-day running of the CEO's office demonstrating forward thinking and planning skills to support the CEO's workload using discretion and initiative.
6	Prepare correspondence for the CEO and manage their email account for a range of audiences
7.	Contribute to the planning, development and organisation of support service systems/procedures/policies to produce long term strategies and solutions to assist with every day occurrences.
8.	Facilitate the production and distribution of documents for all meetings where the CEO will be in attendance
9.	Manage manual and computerised record/information systems including data management
10.	Analyse, interpret and evaluate varied and complex data/information to produce reports/information/data as required for a variety of stakeholders
11.	Undertake typing and word-processing and complex IT based tasks
12.	Provide personal, administrative and organisational support to Venn leadership, managing conflicting deadlines and constant interruptions frequently.
13.	Undertake research and obtain information to inform decisions
14.	Establish constructive relationships and communicate with outside agencies/professionals as required
15.	Take and distribute minutes as required by the CEO to a diverse range of recipients
16.	Be aware of and support difference to ensure equal opportunities for all
17.	Contribute to the overall ethos/works/aims of the Trust
	ROLES AND RESPONSIBILITIES AS A CLERK
18.	The Clerk to the Academy Trust will be accountable to the Chair of the Trust Board
19.	Working effectively with the Chair of Trustees and other governors
20.	Ensure compliance within all areas of governance and national and Trust policy
21.	The clerk will be responsible for advising the Trust and Governing Bodies on constitutional and compliance matters, duties and powers and will work within the broad current legislative framework. You will secure the continuity of all governance business and observe confidential requirements.
	SPECIFIC TASKS TO ACHIEVE THE ABOVE
22.	Work effectively with the chair and CEO before the Trust Board / Governing Body meetings to prepare a purposeful agenda that is focused on education, financial and business accountabilities
23.	Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting
24.	Record and publish data about the attendance at meetings and take appropriate action re absences
25.	Advise the Trust Board and Governing Bodies on governance legislation and procedural matters where necessary before, during and after the meetings
26.	Take notes of the Trust Board and Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed actions
27.	Record all decisions accurately and objectively, including complex and difficult outcomes, with timescales for actions where appropriate.
28.	Send drafts to the chair and CEO for amendment/approval by the chair

29.	Copy and circulate the approved draft to all Trustees/Governors within the timescales agreed within the Terms of Reference
30.	Prepare an annual Academy Trust calendar of meetings
31.	Keep a minute book, or file of signed minutes, as an archive record
32.	Ensure Edubase is updated with accurate Trust and Governor data
33.	Liaise with the Company Secretary to update company records accordingly
34.	Chair that part of the meeting at which the chair is elected
35.	Maintain a database of names, addresses and category of Trustees and Governing Body members and their term of office
36.	Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
37.	Maintain copies of current terms of reference and membership of committees and working parties and nominated governors e.g. Curriculum
38.	Advise Trustees / Governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner
39.	Inform the relevant bodies of any changes to its membership
40.	Check with the Trust that DBS disclosures have been successfully carried out on all new appointees and re-appointees.
41.	Have access to appropriate legal advice, support and guidance
42.	Maintain records of Trustee / Governor Body correspondence
43.	Ensure accurate governance records are made available on the Trusts and Schools websites
44.	Identify and co-ordinate any training opportunities for Trustees and Governors
45.	Liaise with Academy Ambassadors to recruit new Members and Trustees as required
46.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy
GENERAL:	
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.	

DIMENSIONS:	
All sections should be completed – if there aren't any state 'none'	
1.	Responsibility for Staff: None.
2.	Responsibility for Customers/Clients: Colleagues, pupils, other academies, external bodies, governors, members of SLT, Trust Board.
3.	Responsibility for Budgets: None.
4.	Responsibility for Physical Resources: Management of records of Trustee/Governing Body correspondence, Terms of Reference, minutes of meetings and personal details.

WORKING RELATIONSHIPS:

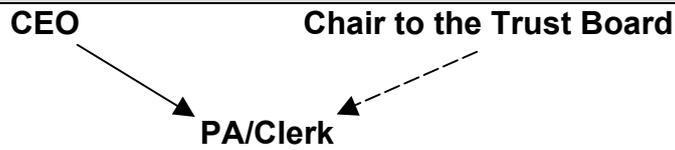
All sections should be completed – if there aren't any state 'none'

1. Within The Academy

Colleagues, pupils, SLT, governors, Trust Board

2. Within the wider Multi Academy Trust

Other academies/schools.

3. With External Bodies to the Venn Multi Academy Trust**ORGANISATION CHART:**

	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	X						
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X	X					Occasional evening working to attend Governors/Trustee meetings.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>				
1.	Qualifications:			
	Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent	x		AF/CQ
	Advanced IT skills in Microsoft Office	x		AF/CQ
	Hold a qualification in Clerking Compliance	x		AF/CQ
	Degree or significant experience in relevant subject/business area	X		AF/CQ
	ICSA Level 4 qualification in Academy Governance		X	AF/CQ
	Professional qualification in related field		X	AF/CQ
2.	Experience and Knowledge PA:			
	Previous experience of working as a Personal Assistant	X		AF/I/R
	Experience in the use of IT Systems ie Word, Excel, Powerpoint, Internet, Outlook	X		AF/I/R
	Appropriate level of data protection, security awareness and confidentiality awareness	X		I
	Ability to work as part of a team and establish good working relationships at all levels	X		AF/I
	Ability to arrange conferences and meetings and work without constant supervision.	X		I
	Ability to work and act on own initiative, to be able to pre-empt situations	x		AF/I
	Able to contribute positively at team meetings	x		I
	Ability to demonstrate excellent communication skills both orally and written when communicating to a variety of stakeholders	X		I
	Ability to develop effective administration and support systems	X		AF/I
	Ability to complete tasks and projects on time and to a high standard, demonstrating a can do attitude	X		I
	Ability to work to tight deadlines and under pressure in a busy office environment whilst under high work related pressure	X		I
	Ability to prioritise and manage own workload despite conflicting deadlines and constant interruptions	X		I
	Willingness to be flexible	X		AF/I
	Able to communicate effectively at all levels, sometimes complex and difficult information	X		AF/I
	Able to ensure that internal policies and procedures are completed with	X		I
3.	Experience and Knowledge Clerk:			
	Knowledge of governing body procedures		x	AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
				x
	Knowledge of educational legislation, guidance and legal requirements		x	AF/I
	Knowledge of respective roles and responsibilities of the governing body, the headteacher, the LA		x	I
	Knowledge of legislation that has an impact on the work of the governing body eg DDA, Data Protection, Freedom of Information		x	
	An understanding of Equal Opportunities	X		I
	Good interpersonal skills	X		I
	Good listening, oral and writing skills	X		I
	Writing agenda and accurate concise minutes	X		I
	Shorthand		X	I
	Ability to organise time and working to deadlines	X		I
	Ability to organize meetings	X		I
	Ability to keep records, information retrieval and dissemination of data/documentation, to the relevant people	X		I
	Ability to use the internet to access relevant information	X		I
	Ability to develop and maintain contacts with outside agencies ie departments of the LA	X		I
	To be a person of integrity	X		I
	To be able to maintain confidentiality	X		I
	To be able to remain impartial	X		I
	Ability to be flexible	X		I
	Ability to be open to learning and change	X		I
	To have a positive attitude to personal development and training	X		I
4.	Personal Attributes and Skills:			
	Present self as highly professional, setting high expectations for all and leading by example with integrity, creativity, resilience and clarity	X		I
	Commitment to collaborative ways of working	X		I
	Ability to generate and deliver collective vision and shared purpose	X		I
	Excellent organisational skills	X		AF/I
	Commitment to providing a high quality service to the Trust academies and customers / stakeholders	X		I
	Be adaptive and responsive to change	X		AF/I
	Confidence and competence in public speaking and in delivering presentations	X		I
	Able to influence effectively at all levels of an organisation	X		I
	Demonstrate a commitment to abide by and promote all the Trust's policies, in particular Equal Opportunities, Health and Safety and Child Protection Policies	X		I

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
	Willingness and ability to work and travel across all Trust sites (and partner organisations) as required	X		I
5.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	x		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	x		AF (after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.			AF (after short listing)