

TRELOAR TRUST

Job Description

Post: Assistant Clerk

Location: Holybourne

Responsible to: Company Secretary/Clerk to the Governing Body and CEO

4 days per week, Term Time + 2 weeks:

Main Purpose of the Role

Treloar's is the UK's leading centre for physically disabled children and young people. Helping to change the landscape of physical disability education, providing education, training, support and outreach programmes that benefit local and distant beneficiaries. The charity has a turnover of over £30m and employs approximately 850 staff.

As a Charity, School, College and more supporting vulnerable young people, governance is critical to Treloar's success. There are two main non-executive bodies providing oversight; the School and College Board of Governors (GB) and the Board of Trustees – who are responsible for the charity as a whole. This role provides important support and guidance to both these boards ensuring that they can provide appropriate direction, and oversight to the executive.

Key Tasks

Support to the Company Secretary/Clerk to the GB

- Support and advice on current practice, keeping up to date with school/college governance
- Support the Trustees and Governors in all interactions with the Executives and as necessary private meetings between non executives.
- Meeting Management – Scheduling, obtaining agenda items, preparing and circulating agendas and supportive papers, taking, typing and circulating minutes for meetings as below:
 - Governing Body
 - Trustee Board
 - Trust Strategy Committee
 - Staff Consultation Group
- Oversee Trustee and Governor recruitment, working alongside HR and as appropriate search firms. Maintain a checklist for new Governors/Trustees
- Co-ordinate and monitor Governor/Trustee mandatory training
- Oversee elections of Staff Governor, Teacher Governor and in conjunction with the Principal's office Student Governor(s)
- Liaise with the chair of Nominations and Remuneration Committee and the Company secretary to appropriate and sufficient membership of Trust and Governing Body committees.
- Manage Trustee and Governor Self Assessment and Performance Review processes.
- Ensure timely submission of statutory filings.

- Maintain the compliance register (non-facilities)
- Maintain the Trustee and Governor records database.
- Work with the company to ensure that Articles and Rules of Government are relevant and adhered to.
- Administration of the Trust's Policies.
- Act as conduit/maintain communication channels for the non-executives for communication under the Trust's whistleblowing policy.
- Liaise closely with the PA to the CEO/Assistant CEO to ensure that local administrative tasks are carried out.
- Support non-executives with logistics relating to attending Treloar's meeting including expense claims
- Perform such special projects as are required by the Chairs of Trustees, Governors, Company Secretary or CEO
- Work with the PA to the CEO and CEO to balance workloads – supporting them as necessary and receiving support from them as necessary.
- Develop positive internal and external relationships with other key peer organisations, key Local Authorities to ensure best practice and grow networks
- Support & champion the organisations values.
- Establish clear & appropriate relationships with School & College Administration Teams including the Principal's office.
- Support Fundraising as required to communicate and engage with non-executives.

Visits – internal & external

- Co-ordination of visit/interview programme of candidates for key appointments.
- Organise one-off visits and events
- Organise visits to other organisations when required & as directed

Other

- During absence, provide cover for the PA to the CEO and Deputy CEO

General Requirements

- To support the Trust in safeguarding and protecting the welfare of all students
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may, from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

▪ **TRELOAR TRUST – ASSISTANT COMPANY SECRETARY**

| MINIMUM | DESIRABLE |
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| Qualifications 1. Relevant high level secretarial/business administration qualification or proven equivalent experience | 1. Education to degree level or equivalent |
| Knowledge and Experience 1. Proven experience of taking board or governing body minutes at comparably sized or complex organisation. 2. Stakeholder management at a senior level: Internally & Externally | 1. Experience of an educational setting 2. Experience of a charity setting 3. Experience of a Civil Service or NHS setting 4. Effective management of Governance at board level |
| Skills and Abilities 1. High level Microsoft Office 2. Effective verbal & written communicator 3. Excellent correspondence management 4. Ability to research & use initiative 5. Articulate with good vocabulary, spelling and grammar; able to compose letters and other communications in appropriate styles 6. Ability to listen actively and track the key issues for documenting and follow-up 7. Project Management 8. Numerate 9. Resilient & adept at problem solving 10. Able to anticipate, plan ahead, prioritise and follow-up 11. Rigorous attention to detail 12. Adaptable and responsive to changing priorities 13. Demonstrable evidence of problem solving | 1. Shorthand 2. Understanding of LA & CCGs 3. Understanding of regulatory bodies |
| Personal Qualities 1. Dependable 2. Self-reliant & resilient 3. Total discretion & confidentiality 4. Strong at self-direction & management 5. Firm but intuitive & empathetic at all levels 6. Professional, welcoming and approachable 7. Able to remain calm under pressure 8. Directive but able to deliver messages with tact & diplomacy 9. Calm & supportive manner 10. Self-motivated and experienced at taking the initiative 11. A commitment to promoting and safeguarding the welfare of students 12 Team player | |
| Physical Requirements 1. Smart, professional appearance | |
| Personal Circumstances 1. Willingness to work, occasionally, beyond normal office hours. | |
| <p>Treloar Trust is committed to safeguarding children, young people and vulnerable adults</p> <p>All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks</p> | |

If you have not heard from us within three weeks of the closing date please assume you have been unsuccessful. Thank you for your interest.