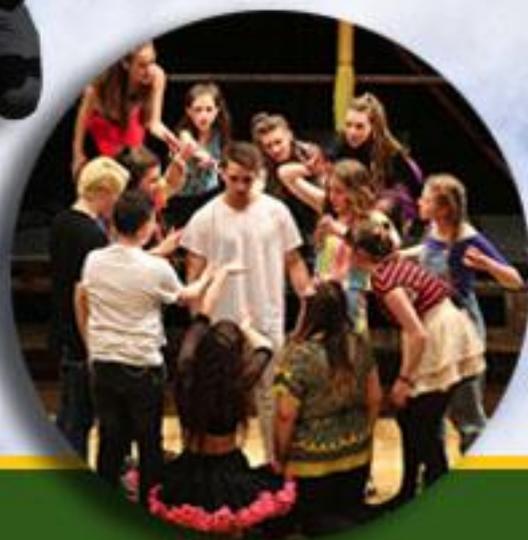




BICESTER LEARNING ACADEMY

APPOINTMENT OF Secretary to the Bicester Learning Academy Trust

The Cooper School, Bicester, Oxfordshire, OX26 4RS





THE VACANCY

We are looking to appoint a Secretary to The Bicester Learning Academy Trust to provide professional clerking services to our academy.

This is an exciting opportunity for someone to join our academy and work flexibly around a calendar of scheduled meetings, supporting the appointed Board of Trustees in the delivery of governance policy, working within legislative requirements.

The successful candidate will have excellent communication and organisational skills, be able to work independently and be able to organise their own time whilst working to strict deadlines. The role will include providing advice to the Trustees on constitutional and procedural matters and providing effective administrative support.

This is a permanent position of 152 hours per annum, term-time only. Working hours will be on a flexible basis of circa 4 hours per week with the majority of meetings being in the evening. The majority of the work will include preparation and minute taking for Board of Trustees and members meetings and relevant committees. It is anticipated that this will mainly involve working from home, with meetings generally taking place at The Cooper School in the evenings. Meetings are scheduled each term, throughout the academic year.

The starting salary will be Grade 6, scale point 18 £18,870 pro rata per annum (this equates to £1,694.43 per annum for term-time hours).

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

or please contact the HR team for further information:

Tel: (01869) 362697

Email: recruitment@bicesterlearningacademy.co.uk

**Closing date for receipt of applications:
Monday 18th March 2019, 9am**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description for:	Secretary to the Bicester Learning Academy Trust
Grade:	6
Working hours per week:	4 (average)
Working weeks per year:	38 weeks
Permanent/Temporary:	Permanent.
Principal place(s) of work:	Work from home with the majority of meetings taking place at The Cooper School. However the post-holder will be expected to work across all Bicester Learning Academy sites.
Immediate line manager:	Chair of Trustees
Staff managed:	None
Job Purpose:	The Secretary will be responsible for advising the Bicester Learning Academy Trust on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality requirements.

MAIN DUTIES AND RESPONSIBILITIES

1. Meetings

The Secretary to the Bicester Learning Academy Trust will:

- a) work effectively with the chair of Trustees and Headteacher(s) before the Board of Trustees meetings to prepare a purposeful agenda which takes account of DfE (Department for Education), and local authority issues and is focused on school improvement;
- b) encourage the Headteacher and others to produce agenda papers on time;
- c) produce, collate and distribute the agenda and papers so that recipients receive them at least 5 clear working days before the meeting;
- d) record the attendance of Trustees at the meeting and take appropriate action re absences;
- e) advise the Board of Trustees on governance legislation and procedural matters where necessary before, during and after the meeting;
- f) take notes of the Board of Trustees meetings to prepare minutes, including indicating who is responsible for any agreed action;
- g) record all decisions accurately and objectively with timescales for actions;
- h) send drafts to the chair and Headteacher(s) for amendment/approval by the chair;
- i) copy and circulate the approved draft to all Trustees within the timescale agreed with the Board of Trustees;
- j) advise absent Trustees of the date of the next meeting;
- k) keep a minute book, or file of signed minutes, as an archive record;



- l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Board of Trustees;
- m) chair that part of the meeting at which the chair is elected;
- n) work effectively with the members of Bicester Learning Academy Trust, to prepare a purposeful agenda taking into account relevant legislative requirements;
- o) take notes of the members meetings to prepare minutes, including indicating who is responsible for any agreed action;
- p) to act as the conduit for information to be passed from local councils/committees to the Board of Trustees.

2. Membership

The Secretary will:

- a) maintain a database of names, addresses and category of governing body Members and Trustees and their term of office;
- b) maintain a register of pecuniary interests for Trustees and members and publish through the relevant communication channels as appropriate;
- c) initiate a welcome pack/letter being sent to newly appointed Trustees including details of terms of office;
- d) maintain copies of current terms of reference and membership of committee and working parties and nominated Trustees;
- e) advise Trustees and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- f) inform the Board of Trustees and local authority of any changes to its membership;
- g) maintain Trustee and member meeting attendance records and advise the Board of Trustees of non-attendance of Trustees;
- h) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;
- i) check with the local authority that Disclosure and Barring Service (DBS) check has been successfully carried out on any Trustee/member when it is appropriate to so.

3. Advice and Information

The Secretary will:

- a) advise the Board of Trustees on procedural issues;
- b) have access to appropriate legal advice, support and guidance and have an understanding of legislation specifically relevant to the operation of and decisions of governing bodies and legislation affecting schools and education generally;
- c) ensure that new Trustees have a copy of the DfE Governors' Handbook and other relevant information;
- d) take action on the Board of Trustees' agreed policy to support new Trustees, taking account of the Guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses;
- e) advise on the requisite content of the school prospectus;
- f) ensure that statutory policies are in place, and that a record is kept in the school of policies and other school documents approved by the Board of Trustees;
- g) ensure that all policies are reviewed as appropriate and as per the relevant schedule;
- h) maintain records of Board of Trustees correspondence.



4. Professional Development

The Secretary will:

- a) successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
- b) attend briefings and participate in professional development opportunities; keep up-to-date with current educational developments and legislation affecting school governance.

5. Company Secretarial duties

This role is to support the school in complying with Company Secretarial requirements but it is not intended that the post holder should formally hold the post of Company Secretary. The duties will include:-

- a) maintain broad practical familiarity with the legal documentation and framework for the Academy Trust including the schools own documentation, company legislation and regulation, charity legislation and regulation and education legislation and regulation relating to Academy Trusts;
- b) Support trustees and members in ensuring all requirements are complied with by;
 - maintaining files and records as required;
 - monitoring reporting requirements and ensuring all necessary documentation is drafted, approved and filed on a timely basis;
 - highlighting developments and changes to obligations on a timely basis;
- c) update Get Information About Schools (previously Edubase) to ensure legal compliance to relevant deadlines.

6. Other Duties

The Secretary will:

- a) clerk some or all statutory and non-statutory governing body committees;
- b) manage the elections of parent, teacher and staff governors;
- c) give advice and support to Trustees taking on new roles such as chair or chair of a committee;
- d) be the key point of contact at school for Trustees/members and keep records of Trustees visits;
- e) participate in, and contribute to the training of Trustees in areas appropriate to the secretary role;
- f) maintain a file of relevant DfE documents;
- g) maintain archive materials;
- h) prepare briefing papers for the Trustees, as necessary;
- i) help to produce a Board of Trustees Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Board of Trustees and its committees.

The post holder may be required to perform any other reasonable tasks as directed by the Headteachers', commensurate with the level of the post, to ensure the efficient and effective running of the academy.

Please note all meetings are held outside of school hours so the post-holder will be required to work evenings.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSONAL SPECIFICATION

Criteria	Essential Criteria	Desirable Criteria
Skills, knowledge and aptitudes	<p>The candidate must be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy skills; • writing agendas and accurate concise minutes; • ICT including keyboard skills; • organising their time and working to deadlines; • organising meetings; • record keeping, information retrieval and dissemination of data/documentation; • knowledge of data protection legislation. 	<p>It would be desirable if the candidate could provide evidence of the following:</p> <ul style="list-style-type: none"> • developing and maintaining relationships with outside agencies, e.g. DfE; • Level 3 qualification in Clerking of School and Academy Bodies or equivalent; • knowledge of governing body procedures; • knowledge of educational legislation, guidance and legal requirements; • knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA and the DfE.
Qualifications and training	<ul style="list-style-type: none"> • A willingness to attend appropriate training and development. 	<ul style="list-style-type: none"> • Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
Experience	<ul style="list-style-type: none"> • Experience of working in an environment where experiences include taking initiative and self-motivation • Experience of working as part of a team 	
Personal attributes	<ul style="list-style-type: none"> • Be a person of integrity. • Be able to maintain confidentiality. • Be able to remain impartial. • Have a flexible approach to working hours. • Be sympathetic to the needs of others. • Have an openness to learning and change. • Have a positive attitude to personal development and training. • Have excellent interpersonal skills. 	
Special requirements	<ul style="list-style-type: none"> • Be able to work at times convenient to the Board of Trustees, including evening meetings. • Be able to travel to meetings. • Be available to be contacted at mutually agreed times. 	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

[Email: recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

or by post to:

HR Department
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter J Maclachlan	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter J Maclachlan	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.