

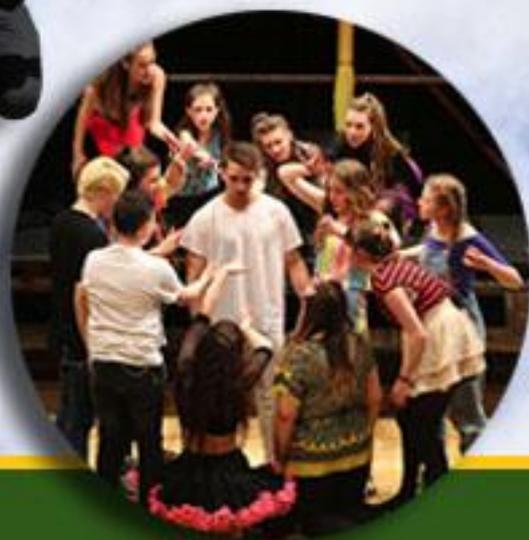


# BICESTER LEARNING ACADEMY

APPOINTMENT OF

## Clerk(s) to the Academy Committee

Churchill Road, Bicester, Oxfordshire, OX26 4RS





## THE VACANCY

We are seeking to appoint up to two Clerks to the Academy Committee (Local Governing Body) to provide a professional clerking service to the schools within our academy.

This is an exciting opportunity to join our academy and work flexibly around a calendar of scheduled meetings, providing effective administrative support to the relevant Academy Committee and ensuring that the Academy Committee is properly constituted to manage information effectively in accordance with legal 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.

It is expected that there will be three meetings per year (one meeting per term) for each academy school. Working hours will be on a flexible basis with the majority of meetings being in the evening. The majority of the work will include preparation and minute taking for the Academy Committee. It is anticipated that this will mainly involve working from home, with meetings taking place at The Cooper School and Glory Farm Primary School in the evenings. Meetings are scheduled each term, throughout the academic year.

This is a permanent position of up to 60 hours per annum (exact hours dependent on number of Clerks appointed), term time only, over both academy schools.

The starting salary will be Grade 6, scale point 8, currently £19,945 per annum (full time equivalent). This equates to £10.34 per hour.

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

[www.bicesterlearningacademy.co.uk](http://www.bicesterlearningacademy.co.uk)

Alternatively please contact the HR team for further information:

Tel: (01869) 362697

Email:

[recruitment@bicesterlearningacademy.co.uk](mailto:recruitment@bicesterlearningacademy.co.uk)

**Closing date for receipt of applications:  
Tuesday 30 April 2019, 4pm.**

Candidates should state whether they are applying for the position of Clerk at one academy school (up to 30 hours per annum) or both academy schools (up to 60 hours per annum).

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

<b>Job description for:</b>	<b>Clerk to the Academy Committee</b>
<b>Grade:</b>	6
<b>Working hours per week:</b>	1.5 (average)
<b>Working weeks per year:</b>	38 weeks
<b>Permanent/Temporary:</b>	Permanent.
<b>Principal place(s) of work:</b>	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.
<b>Immediate line manager:</b>	Secretary to the Bicester Learning Academy Trust
<b>Staff managed:</b>	None
<b>Job Purpose:</b>	To provide effective administrative support to the relevant Academy Committee (Local Governing Body)  To ensure the Academy Committee is properly constituted to manage information effectively in accordance with legal requirements

It is expected that there will be three meetings per year (one meeting per term) for each Academy school.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. The clerk to the local governing body will:

- Provide advice to the Academy Committee
- Advise the Academy Committee on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Academy Committee governors with queries on procedural matters;



- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Academy Committee;
- Inform the Academy Committee of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self- evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of Academy Committee and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
  
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a Committee

## **2. Effective administration of meetings**

- With the chair and headteacher prepare a focused agenda for Academy Committee meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of Academy Committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governors), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/foundation/trust as agreed by the committee and within the timescale agreed with the Academy Committee
- Follow-up any agreed action points with those responsible and inform the chair of progress

## **3. Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school



- Ensure Disclosure and Barring (DBS) has been carried out by Human Resources for any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the Academy Committee
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the Academy Committee on succession planning (of all roles, not just the chair)

#### **4. Manage Information**

- Maintain up to date records of the names, addresses and category of Academy Committee members and their term of office, and inform the committee and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of Academy Committee correspondence
- Ensure copies of statutory policies and other school documents approved by the Academy Committee are kept in the school and published as agreed, for example, on the website.

#### **5. Personal Development**

- Undertake appropriate and regular training and development to maintain their knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management
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#### **6. Additional Services**

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the committee is required to convene: if the clerk is not contracted to set up and clerk these panels, the committee will have to make an alternative arrangement
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents



- Maintain archive materials in line with GDPR regulations
- Prepare briefing papers for the Academy Committee, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the Academy Committee from time to time

#### **7. Additional duties**

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

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.



Specification	Essential criteria	Desirable criteria
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Be able to demonstrate a willingness to attend appropriate training and development</li> </ul>	<ul style="list-style-type: none"> <li>Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an environment where experiences include taking initiative and self-motivation</li> <li>Experience of working as part of a team</li> </ul>	
<b>Relevant skills, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>Good listening, oral and literacy skills</li> <li>Writing agendas and accurate concise minutes</li> <li>ICT including keyboard skills;</li> <li>Organising their time and working to deadlines</li> <li>Organising meetings</li> <li>Record keeping, information retrieval and dissemination of data/documentation</li> <li>Knowledge of data protection legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Developing and maintaining relationships with outside agencies, e.g. DfE</li> <li>Level 3 qualification in Clerking of School and Academy Bodies or equivalent</li> <li>Knowledge of governing body procedures</li> <li>Knowledge of educational legislation, guidance and legal requirements</li> <li>Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA and the DfE.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Be a person of integrity.</li> <li>Be able to maintain confidentiality</li> <li>Be able to remain impartial.</li> <li>Have a flexible approach to working hours</li> <li>Be sympathetic to the needs of others.</li> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Have excellent interpersonal skills</li> </ul>	
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>Be able to work at times convenient to the Academy Committee, including evening meetings.</li> <li>Be able to travel to meetings.</li> <li>Be available to be contacted at mutually agreed times.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>An awareness of responsibilities for health and safety of themselves and others</li> <li>Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment</li> <li>A commitment to safeguarding children</li> </ul>	



## 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





	<b>Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy</b>			<b><u>Written By:</u></b> E Le Brun
	<b><u>Applicable to:</u></b>  ALL STAFF	<b><u>Accountable Officer:</u></b>  B J Baxter J Maclachlan	<b><u>Date Adopted:</u></b>  July 2014	<b><u>Date To Be Reviewed:</u></b>  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.



	<b>Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy</b>			<b><u>Written By:</u></b> E Le Brun
	<b><u>Applicable to:</u></b>  ALL STAFF	<b><u>Accountable Officer:</u></b>  B J Baxter J Maclachlan	<b><u>Date Adopted:</u></b>  July 2014	<b><u>Date To Be Reviewed:</u></b>  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.