



# St John's Catholic Primary School

## **JOB DESCRIPTION**

<b>TITLE OF POST:</b>	Clerk to the Local Academy Council (LAC)
<b>LOCATION/SETTING:</b>	St John's Catholic Primary School, Rickmansworth, WD3 7HG
<b>ACCOUNTABLE TO:</b>	Chair of LAC and Director of Governance & Compliance of ASCAT
<b>PAY SCALE</b>	H8, point 26
<b>HOURS</b>	95 hours over 38 weeks – to be worked as required (Average 2.5 hrs/week) Flexibility to attend evening meetings will be required

## **MAIN PURPOSE OF THE JOB:**

The Clerk provides effective administrative support to the LAC, advising on governance, constitutional and procedural matters, duties and powers.

The Local Academy Council (LAC) plays a vital role in supporting the mission and strategic direction of the Catholic Multi Academy Trust (CMAT) at a local level. The primary responsibilities of the LAC include:

- Faithful Stewardship and Ethos: Uphold and promote the Catholic identity, values, and mission of the academy, ensuring Gospel principles guide all aspects of school life.
- Advocacy and Ambassadorship: Act as advocates of the Trust's vision and strategy while serving as ambassadors for the local academy within the Trust, parish and wider community to build partnerships.
- Impact and Accountability: Provide local support and challenge to school leaders by monitoring standards, inclusion, safeguarding, and ensuring effective implementation of Trust policies.

The Clerk will work closely with the Chair of the LAC and the Headteacher to ensure that meetings are convened, minutes and records of attendance at meetings are taken and kept, and notices issued and received in accordance with the relevant regulations and guidance from the Multi Academy Trust.

The candidate needs to have strong attention to detail and have ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times. The position offers flexibility and benefits from working within a developing Trust team including opportunities for professional development.

## **ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:**

### **LAC Meetings – 6 Meetings a year (1 per Half Term, evening time):**

- To work with the Chair and the Headteacher to define the agenda and supporting papers for each meeting.
- To prepare meeting papers least a week before the meeting.
- To attend and take accurate notes at meetings, from which to type up minutes, including assigning actions to relevant individuals
- To manage Governorhub, keeping all records up to date, uploading in a timely manner for pre -and post -meeting review
- To record all decisions accurately and objectively, with timescales for actions.
- To email drafts to the Chair and Headteacher for amendment and approval by the Chair.
- Keep a file of signed minutes as an archive record.
- Chair that part of the meeting at which the Chair is elected.
- To produce the Schedule of Meetings for the academic year ensuring these align with key dates and workflow of the Trust Governance Schedule ensuring that the Diocese is informed.
- To record the attendance of the LAC at meetings.
- To maintain a policy and document review management process.
- To inform the Chair and the Diocese of any resignations or appointments and ensure that action is taken to fill a vacancy.
- To complete Key Business and Matters Arising form for escalation to the Trust Executive at the end of each meeting

### **Other Committee Meetings:**

- Liaise with LAC Ambassadors regarding coming into school for interviews, disciplinary committees and appeal committees etc.
- Arranging LAC Disciplinary Committee Meetings



- Attending LAC Hearings as Clerk to the Disciplinary Committee, taking notes, writing follow-up letters and minutes
- Ensuring that all documentation is circulated within statutory time frames.
- Arranging independent meeting rooms for Admission Appeals, liaising with the appeal panel of lay members and the Headteachers PA.
- Arranging Complaints Committee Hearing ensuring compliance with the Trust's Complaints Policy; attending Complaints Committee Meetings, taking notes, writing follow up letter and minutes.
- Arranging Staff Disciplinary Panel Meetings ensuring compliance with the Trust's Disciplinary Policy; attending Disciplinary Panel Meetings, taking notes, writing follow up letters and minutes.

**Other responsibilities:**

- To administer elections of Parent and Staff LAC Ambassadors.
- To deal with recruitment and correspondence on the appointment of new LAC Ambassadors.
- To send a welcome pack and letter to newly appointed LAC Ambassadors, including details of terms of office.
- To maintain the constitution of the LAC on Governor Hub and ensure all new LAC Ambassadors are given access to the platform.
- To ensure that key documents, communication and policies that are provided by the Trust Board are shared with the LAC and noted in meeting minutes.
- Maintain a database of names, addresses and category of LAC Ambassadors, and their term of office.
- Ensure that a Register of LAC Ambassadors pecuniary interests (Register of Business Interests) is maintained and reviewed annually
- Ensure that the LAC confirm intention to comply with new legislation including updates to Keeping Children Safe in Education and Trust Policies including the LAC Code of Conduct
- Attend termly Trust Clerks Network Meetings and engage with opportunities for professional development to ensure they are up to date with key changes and requirements.
- Check and record DBS checks that have been successfully carried out on all new appointees and re-appointees.
- Act as Training Co-ordinator, circulating training details, keeping records and sending reminders to LAC Ambassadors
- Liaising with the Director of Governance & Compliance to identify key training priorities and promoting training opportunities provided by the Trust
- Working with the Director of Governance & Compliance , and Trust Board to ensure key messages are communicated to the LAC
- Work with the Director of Governance & Compliance to complete annual Board evaluation and Skills analysis
- Maintain the policy management for the LAC.
- Be familiar with the Trust's Scheme of Delegation and advise the LAC accordingly.

The post holder is required to contribute to and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices. The postholder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The duties and responsibilities listed above describe the post as it is at present. 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 responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

*All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced clearance through the Criminal Records Bureau, reference checks and medical clearances, as well as any other safeguarding checks that are required at the time of appointment.*

*Following the shortlisting stage, and prior to making a final decision, the Trust will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the current version of Keeping Children Safe in Education.*

*By signing **the application form** I understand that I am giving my consent for the Trust to carry out an online search if I am shortlisted for this post. The search would be part of the Trust's due diligence in line with the latest KCSIE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust might want to explore any such incidents or issues with me at interview.*



**All Saints Catholic Academy Trust Company Number: 7943555**

Registered Office: The Office Suite, 96 The Crescent, Abbots Langley, Herts, WD5 0DS