

JOB DESCRIPTION

Job Title	Trust Clerk – Discovery Educational Trust (DET)
Grade	Scale 5 (Points 9-12) inc. Outer Fringe Allowance
Work Pattern	Term time, part time and hybrid (190 annualised hours / 5 hours per week) A flexible approach to working hours is required to meet the deadlines and demands of the role.
Reports to	Trust Governance Professional.
Internal stakeholders	Trust Board (TB), Local Governing Committee (LGC), DET Central Team and School Leaders.
Location	Hybrid role, which requires attendance at meetings held virtually and physically across the DET estate (Westcliff-on-Sea and Brentwood). The ability to travel to all DET Schools is, therefore, an absolute requirement. The role offers flexibility to work remotely where in person attendance is not required.
Job Purpose	To undertake the administrative and clerical work related to the meetings of the TB and LGC as may be required.
Key Accountabilities	<ul style="list-style-type: none"> • To uphold a commitment to the Trust’s Vision and Values. • To maintain an awareness of, and a commitment to, the Trust’s Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place. • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment. • To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy, and all locally agreed safe methods of work. • These duties are neither exclusive nor exhaustive and the post holder may be required by the to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust. • To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.
DUTIES	<ul style="list-style-type: none"> • To arrange suitable dates for all meetings and book appropriate rooms and refreshments; write to all attendees as appropriate. • To prepare the agenda for relevant meetings of the TB and LGC and to send out the agenda and other papers in advance of the meeting. • To attend appropriate meetings of the TB and LGC, to offer advice as necessary on the conduct of business in accordance with relevant legislation and to take notes of the meeting. • To prepare formal minutes and, having cleared these with the Chairperson, to arrange for these to be typed, reproduced and circulated as appropriate. • Where necessary, prepare and reproduce papers supplied by parents to all Members on the appropriate committees.

	<ul style="list-style-type: none">• To deal with correspondence as required by the TB and LGC and to follow up matters raised at relevant meetings.• To maintain records of meeting attendance and general correspondence files as appropriate.• To attend, as authorised, any training/briefing sessions.• To carry out all routine administration tasks before and after the meetings at the request of the Trust.
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PERSON SPECIFICATION

Qualifications & Experience	Specific qualifications & experience	<p>Experience in a senior administrative role in a busy office environment, requiring strong organisational skills, accuracy and attention to detail.</p> <p>Ability to produce smart, accurate minutes efficiently.</p>
	Knowledge of relevant policies and procedures	<p>Knowledge of school policies and procedures.</p> <p>Knowledge of TB and LGC Roles.</p>
	Literacy	<p>Excellent literacy skills.</p>
	Numeracy	<p>Excellent numeracy skills.</p>
	Technology	<p>Highly competent IT skills, specifically, Microsoft Office suite. Embraces opportunities to use technology to improve process and efficiency.</p>
Communication	Written	<p>Ability to write complex letters and reports.</p> <p>Able to summarise complex meeting dialogue succinctly and note salient points.</p>
	Verbal	<p>Ability to exchange complex verbal information clearly and sensitively.</p> <p>Ability to negotiate effectively to achieve best outcomes.</p>
	Accuracy	<p>Focused attention to detail.</p>
Working with others	Stakeholder Management	<p>Establish effective relationships with all stakeholders, internal and external.</p>
	Relationships	<p>Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust.</p> <p>Accessible and approachable at all times.</p>
	Team Work	<p>Work effectively as part of a team, but also on own initiative and with minimal supervision.</p> <p>Be a role model for DET values and behaviours.</p> <p>Be collaborative.</p>
	Information Sharing	<p>Develop and implement highly effective systems to share and safeguard information.</p>
Responsibilities	Organisational Skills	<p>Excellent organisational skills. Able to prioritise and organise.</p> <p>Role involves conflicting priorities requiring a methodical and calm approach in order to be effective and deliver.</p> <p>A positive and creative approach to tackling tasks.</p>
	Time Management	<p>Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.</p>

General	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health & Safety	Basic understanding of Health and Safety.
	Child Protection	Good understanding of and compliance with Child Protection procedures.
	Confidentiality/Data Protection	Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR. Understanding of need for professional confidentiality.
	Self Development	Ownership and commitment to continuous learning and development. Able to effectively evaluate own performance.