



Clerk to Board of Governors

0.2 FTE

What we value at Westminster Adult Education Service

We are passionate about transforming lives through education and enabling our learners to realise their full potential.

We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.

We value our stakeholders particularly our local community and strive to be agile in meeting their needs.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, innovation, diversity and creativity are celebrated.

Our culture

We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.

The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:

- **Personal development:** Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity:** Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working:** Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mind-set and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To provide effective advice, guidance and support to the Board of Governors and its committees on the proper exercise of their powers and corporate governance issues in line with the Instruments of Government and Financial Scheme of Management. 2. To provide independent advice on statutory and constitutional matters to the Board of Governors and advise the Chair of Governors on the review of the performance of the Board. 3. To take appropriate action if the Governors, Chair, committees or Head of Service are at risk of taking decisions that are outside its powers/authority. 4. To provide effective communications, including regular summaries on key issues relevant to Governors. 5. To make professional advice available to the Governing Body and to individual governors, in accordance with procedures that have been approved by the Board of Governors. 6. To prepare, for approval by the Governing Body, Committee terms of reference and rules relating to composition, quoracy, chairing and frequency of Committee meetings in accordance with the Instrument and Articles of Government and ensuring that they are regularly reviewed. 7. To manage the process for the appointment and formal induction of new Governors, including ensuring that all Governors receive appropriate training and development. 8. Ensuring that all appointments to the Governing Body and its committees have been properly made in accordance with the provisions of the Instrument and Articles of Government. 9. To notifying the Governing Body of any vacancies, prepare and issue letters of appointment.
	<p>Budget Responsibilities None</p> <p>Staffing: None</p> <p>Procurement: N/A</p> <p>Other</p>
<p>What do we expect this role to achieve?</p>	<p>The success of this role will ensure:</p> <ol style="list-style-type: none"> 1. The Board of Governors operates within its powers at all times. 2. Meetings and records of the Governing Body and its committees are effectively organised, administered, minuted and distributed. 3. That exemplary documentation is maintained and archived as required, making records available to all Governors and authorised persons.

	<ol style="list-style-type: none"> 4. A planned programme and agenda for Governor meetings in collaboration with the Chair of Governors (and Chairs of subcommittees) and Head of Service. 5. The quoracy of meetings of the Governing Body and its Committees. 6. The effective review of Governing Body performance within the further education quality framework for governance, including good practice for governor engagement. 7. The maintenance of the register of members, their register of interests and advise Governors on declaration of interests. 8. The process for the appointment and induction of new Governors is managed. 9. The formal induction of all new Governors into their role. and roll out of a training and development programme for all Governors. 10. Effective communication with and from Governors is integral to Service operations.
Band/Salary range (Please advertise full green zone band)	Band 3 Level 1 Salary based on working 1 day per week, 40 weeks per year
Work style	Agile and working flexibly across the equivalent of one day each week, including evenings.
Your manager & team	Reports to Principal/Head of Service and Chair of Governors Direct Reports: None Qualifications A command of written and spoken English which is appropriate for the effective performance of this role
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. • Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.

Person Specification – Clerk

Clerk to the Board of Governors		We will assess your match to the criteria from:			
Key: E – Essential D - Desirable		<u>App Form</u>	<u>Test(s)</u>	<u>Interview</u>	<u>References</u>
<u>Qualifications/Education/Training</u>					
A command of written and spoken English.	E	✓	✓	✓	
Chartered Secretary or similar professional qualification at level 5 or above.	D	✓			✓
<u>Professional Knowledge/Understanding</u>					
Knowledge, understanding and experience of working as a Clerk, Company Secretary or Articled Clerk.	E	✓		✓	
Strong understanding of governance issues and the relationship between governance and management.	E	✓		✓	
<u>Experience</u>					
Successful track record of providing high quality impartial and professional advice regarding governance matters to a Board.	E	✓		✓	
<u>Skills</u>					
Excellent interpersonal and communication skills – oral, written and presentational skills.	E	✓	✓	✓	
Strong organisational, management and planning skills.	E	✓	✓		
A track record of working flexibly, ability to work independently and with the highest probity.	E			✓	
Excellent use of IT, including but not limited to Office 365 and associated applications to support governance functions.	E	✓	✓	✓	
<u>Disposition/Personal Qualities</u>					
A strong commitment to adult learning and learner success.	E			✓	
A strong sense of purpose and the drive to achieve agreed goals.	E			✓	
Commitment to team working.	E	✓		✓	
Commitment to excellence in governance.	E	✓		✓	

Ability to carry out the above duties in a confidential and sensitive manner, using integrity, discretion and sound judgement.	E			✓	
<u>Knowledge/Understanding of Key Policies</u>					
Commitment to equality and diversity and a good understanding of its practical implementation in the role.	E	✓		✓	
Understanding of the requirements of the Data Protection Act and its practical implementation in the role.					
Understanding of Safeguarding Legislation and its application within the educational sector and to governance.	E	✓		✓	
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults.	E	✓		✓	
Awareness of health and safety procedure and willingness to undertake training.	E	✓		✓	