



# THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Job Title:</b>	Clerk to the Canon Slade Trustees	<b>Department / Group:</b>	Administration
<b>Level / Salary Range:</b>	Grade D SCP 6- 11	<b>Reporting to:</b>	Business Operations Manager/Chair of Canon Slade Trust
<b>Contract term:</b>	Permanent Term Time plus 5 days	<b>Hours per week:</b>	7.5 hrs

### Vision Statement

***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

- Provide clerical and organisational support to the Chair and other members of the Canon Slade Trust, ensuring that confidentiality is maintained at all times. Liaise with other bodies such as the school, HMRC, Charities Commission and the auditors.
- To provide advice and guidance to the Canon Slade Trust on governance, constitutional and procedural matters.

### Job Description:

#### Provide advice to the Canon Slade Trust

- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Canon Slade Trust.
- Offer advice on best practice in governance.
- Ensure that appropriate policies are in place, and that are revised when necessary.
- Advise on the annual calendar of Canon Slade Trust meetings and tasks.
- Send new Trustee’s induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of Trustees taking on new roles.
- Identify priorities; anticipate issues which may arise and draw these matters to the Chair’s attention and propose recommendations.

#### Effective administration of meetings

- With the Chair of Trustees, prepare a focused agenda for Canon Slade Trust meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required;
- Ensure meetings are quorate
- Record the attendance of Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustees of the date of the next meeting.

- Draft minutes of Canon Slade Trust meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair.
- Circulate the reviewed draft to all Trustees, and other relevant bodies as agreed by the Trustees.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Ensure that policies are created and maintained to fulfil all statutory and legal requirements with regards to the Charities Commission and the HMRC.

### **Membership**

- Advise Trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the Trust's capacity and skills mix
- Establish, in discussion with the Trust, open and transparent vacancy filling processes and procedures for appointment so appointments can be organised in a timely manner;
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information.
- Ensure Disclosure and Barring (DBS) check has been carried out on any trustee when it is appropriate to do so.
- Maintain a record of training undertaken by Trustees
- Maintain Trustee meeting attendance records and advise the Chair as appropriate.

### **Manage Information**

- Maintain up to date records of the names, addresses and category of Trustees and their term of office and inform the Trust 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 Trustees
- Maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of Trust correspondence.
- Ensure that the relevant checks and paperwork are completed for new Trustees as well as preparing and sending across welcome packs that will assist the Trustees in their role.
- Liaise with the 6th Form Department on prizes and support for the Ex Year 13 Presentation Evening.
- Ensure that all work done complies with the Canon Slade Trust Deed document.
- Ensure that Trustee page on the school webpage is up to date.

### **Financial**

- Management of all financial aspects for the Canon Slade Trust which includes all purchase and sales ledger.
- Ensuring that the accounts are monitored and reconciled alongside the analysis of the bank statements.
- Completion and submission of Year End financial returns as required by the Accountant and Auditors each January/February for all accountants and investments.

Address any queries ready for Trustee approval before being submitted to the Charity Commission.

- Accurate record keeping of the numerous accounts held by the Trust
- Act as an additional signatory for the Canon Slade Trust accounts and utilise online banking.
- Ensure that all donations are checked to see if they are eligible for Gift Aid to maximise income and deal with HMRC with regards to claims.

### **Lettings**

- To be the point of contact should any concerns arise regarding lettings and liaise with the Letting Agent.
- Liaise with Trustees, the Site Manager and/or Business Operations Manager should any issues arise from the Letting Agent.
- To ensure that the financial processes from the letting agent is accurate and produce reports to Trustees on generated income.
- Liaise with the school to ensure that the school website has the correct links to the Letting Agent.

### **Fundraising**

- Organisation, promotion and support to enable the successful running of the annual Trustees' appeal to parents including contributing to the strategy of this initiative.
- Developing and implementing a Fundraising Strategy.
- Obtaining and maintaining knowledge of grant aid availability and writing bids.
- Liaising with parents and donors promoting and encouraging links along with the relevant Trustees.
- Liaising with Alumni as appropriate.
- Exploring sponsorship potential.
- Work in conjunction with the Trustees to create a newsletter to show what the Trust is about and what they do.
- Continual assessment for potential fundraising opportunities

### **Projects**

- Work alongside the school on any proposed new projects and submit a report to the Trustees to enable them to approve proposals.
- Work under the direction of the Business Operations Manager if assisting with any tender, procurement or purchase that is being undertaken by The Bishop Fraser Trust (Canon Slade School) for which there is a donation by Canon Slade Trust

### **Safer Recruitment Statement**

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **All staff employed by the Bishop Fraser Trust are expected to:**

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;

- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

<b>Last Updated:</b>	May 2022
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Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## PERSON SPECIFICATION

	Clerk to the Canon Slade Trustees - CRITERIA	Essential / Desirable
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
<b>Professional Dispositions</b>	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Ability to work under pressure to meet specified deadlines, in a situation with frequent interruptions	E
<b>Qualifications</b>	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
	Business Administration NVQ Level 3 or equivalent or willing to work towards	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E

	<b>Clerk to the Canon Slade Trustees - CRITERIA</b>	<b>Essential / Desirable</b>
<b>Experience Skills and Knowledge</b>	Working in an administrative capacity	E
	Experience of using a range of computer software packages and systems	E
	Working within a school environment	D
	Experience of Finance Administration/Clerking/Secretarial	E
	Ability to make best use of systems, suggest improvements and maintain quality administrative services to customers	E
	Ability to research, analyse and challenge information to support decision making and aid audit compliance	E
	Ability to maintain ICT systems and software	E
	Ability to enter and retrieve information and produce accurate documents (e.g. using Excel or similar systems)	E
	To be able to handle cash and accurately record and monitor payments in line with financial procedures	E
	To be able to schedule and co-ordinate activities and resources and organise events, school trips etc.	E
	Ability and awareness to work within the rules of relevant policies, legislation and good practice relating to schools; particularly Data Protection, Child Protection and Safeguarding	E
	Excellent levels of literacy and numeracy	E
	To manage highly confidential material in an appropriately sensitive way	E
	Evidence of continuous development	D
	High level of customer service (to central office colleagues, budget holders, staff and parents etc.)	E
<b>Safeguarding of Children and Young People</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E