

Edith Stein Catholic Academy Trust

Appointment of
Clerk to Academy Trust Board of Directors
and Executive Administrator



**Edith
Stein**
Catholic
Academy
Trust

Thank you for your interest in this part time position of Clerk to the Board of Directors and Executive Administrator

Edith Stein Catholic Academy Trust (ESCAT) is looking to appoint an organised and proactive governance professional and administrator to provide a range of high-quality clerical, secretarial and administrative support to the Board of Directors and its committees and Executive Officers.

The current Clerk has decided to stand down after thirteen years of outstanding service.

Working together with our Chair of Directors, the successful candidate will be responsible the management of administration related to Trust meetings as well as providing administrative support for the CEO and CFO, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

Meetings

Typically, there are five full board meetings and a further nine sub committee meetings, three each term.

Board meetings are generally held between 5.00pm and 7.00pm and Committee meetings are held early mornings and are often online.

Working Hours

The specific arrangements regarding start date and working hours will be discussed and agreed with the successful applicant. We are open to discuss flexible arrangements such as hybrid working.

Qualities

The successful candidate will have:

- A good level of academic qualifications
- Excellent communication skills
- Highly accurate, and concise writing skills
- Excellent working knowledge of Microsoft 365 and associated software
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of governing body data/ documentation
- Tact, diplomacy, confidentiality and sensitivity

Purpose of the Role

- To work effectively with the Chair of Directors, the CEO, CFO and all other Directors
- To be responsible for advising the Board of Directors on procedural and constitutional matters, duties and powers and to work within the current legislative framework
- To provide effective administrative support to the Board, all its committees and the executive team ensuring the Board of Directors is properly constituted and that confidentiality and legal requirements are met
- A key part of the role is to help prepare and circulate agendas and associated papers for the Board of Directors and committee meetings, working with the Chairs of each group and to prepare and circulate the minutes

All staff working for the Trust are expected to display a commitment to the protection and safeguarding of children and young people and complete an enhanced DBS check.

I hope this information is useful. However, if there is any further way in which I can be of assistance, please do not hesitate to contact me.

Please note that the school reserves the right to appoint at any point during the recruitment process or withdraw this advert.

We look forward to receiving your application for this important appointment.



Marc Evans
Chair of the Trust

Who are we?

Edith Stein Catholic Academy Trust (ESCAT) currently comprises two schools within the Roman Catholic Diocese of Portsmouth; along with our other partners, we are working together to provide the best opportunities for every child. The Trust was initially formed in 2011 by Oaklands Catholic School under the banner of the Catholic Academy Trust in Havant. Oaklands was one of the first Catholic schools in the country to convert to an academy. The Trust changed its name to Edith Stein Catholic Academy Trust in 2017. Corpus Christi Catholic Primary School joined the Trust in April 2021.

As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the Gospels. Whilst all Catholic schools hold to the values of the Gospels of Jesus Christ, we believe that every school is unique, serving a distinct community. Therefore, each school in ESCAT is encouraged to maintain and develop its own identity and ethos, serving its own community.

The governance of the Trust is structured around a committee framework that ensures a clear connection between the committees' activities and the operational functions within Trust schools. This alignment facilitates effective oversight and strategic direction, allowing for a cohesive approach to educational management. To support the Directors in their roles, the Trust has established two key executive positions: the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). These executives play a crucial role in the administration and financial stewardship of the Trust, ensuring that both educational and fiscal responsibilities are met with diligence and transparency.

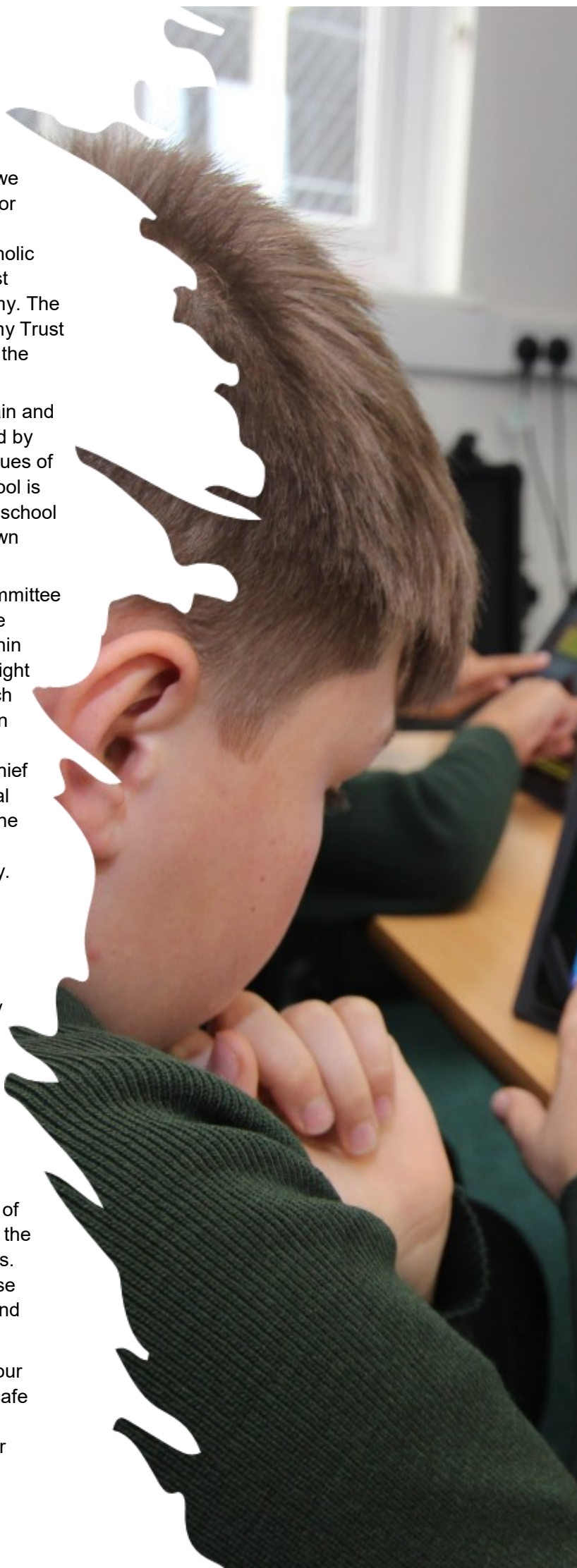
Our Mission

ESCAT is committed to providing the highest quality Catholic education; embracing all within our community and bringing them closer to, and living their lives like, Jesus Christ, while enabling everyone to fulfil their potential.

Our Vision

Inspired by the example of Edith Stein, we are a family of Catholic schools loving, learning and living together for the common good of our children, families and communities. Our schools embody the mission of the Catholic Diocese of Portsmouth and have the wellbeing of our children and staff at the heart of all we do.

We are equal partners with a shared calling to ensure our children grow through a Christ-centred education in a safe and nurturing environment, providing them with the knowledge, skills and spiritual development to fulfil their potential and become disciples who make a positive contribution to their world.



Job Description

Job title: Clerk to Academy Trust Board of Directors and Executive Administrator

Responsible to: The Chair of the Board of Directors and the CEO

Hours: 300 hours a year, split between clerking and administrative support for the Trust, term time only

Salary: E1, £5,717 per annum (FTE £32,149 per annum)

Main duties and responsibilities:

1. Provide support to the Board of Directors:

- Maintain regular contact with the Chair to manage routine business matters and to advise on procedural and legal matters
- Inform the Board of any correspondence received, for example, procedural information notified by the DfE or the Catholic Diocese
- Access appropriate legal advice, support and guidance from third parties on behalf of the Board
- Manage Trust policies, ensuring they are revised, authored and published in time, with the assistance of the CFO and CEO
- Ensure new Directors have induction materials and access to appropriate documents, including the Directors' Yearbook
- Contribute to the induction of Directors taking on new roles, in particular the Chair or Chair of a focus group / committee

2. Effective administration of meetings:

- With the Chair of each committee and CEO or CFO, prepare a focused agenda for each meeting
- Prepare briefing papers for the Board of Directors, as required
- 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 and record the attendance of Directors at meetings (and any apologies), and take appropriate action in relation to absences, including advising absent Directors of the date of the next meeting
- Draft minutes of meetings as appropriate, indicating who is responsible for any agreed action with timescales, send drafts to the relevant Chair, Vice Chair and Headteacher and circulate agreed final version in a timely fashion as required
- Follow up any agreed action points with those responsible and inform the Chair of progress

- Ensure that documents are stored correctly and accessible to Directors when required
- Circulate relevant meeting documentation to other third parties for example the Catholic Diocese of Portsmouth

3. Membership:

- Advise the Directors in advance of the expiry of a term of office, so 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
- Ensure information about the Board of Directors on the website is accurate and complete
- Maintain a register of Director pecuniary interests and ensure the record of Directors' business interests is reviewed regularly, is lodged within the school and published on the school website
- Ensure Disclosure and Barring (DBS) checks are maintained for all Directors
- Maintain a record of training undertaken by members of the Board of Directors
- Maintain meeting attendance records

4. Manage Information:

- Maintain up-to-date records of the names, addresses and category of Board of Directors members and their term of office
- Maintain copies of current terms of reference and membership of any committees and working parties
- Ensure copies of statutory policies and other school documents approved by the Board of Directors are kept in the school and published as agreed, for example, on the website
- Maintain records of Board of Directors' correspondence

5. Administrative Support:

- Draft correspondence, reports, and presentations as required.
- Maintain and organise filing systems, both electronic and paper-based containing Trust records
- Oversee general communication including phone calls, emails, and post
- Provide administrative support for the authoring of key reports and documents
- Liaise with staff in Trust schools, book appointments and arrange meetings
- Support with website updates
- Assist with the organisation of Trust events

6. Safeguarding and Compliance:

- Ensure all administrative practices are aligned with safeguarding and confidentiality
- Ensure data protection and safeguarding protocols are upheld

7. Personal Development:

- Undertake appropriate and regular training and development to maintain own knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management
- Perform such other tasks as may be determined by the Board of Directors or CEO from time to time



Person Specification

Area	Description	Essential	Desirable
Skills, knowledge and aptitudes	Ability to communicate accurately, clearly and concisely, orally and in writing with a wide range of people	E	
	Writing agendas and accurate concise minutes	E	
	ICT, including keyboarding, skills with high level of proficiency in MS office applications	E	
	Ability to process documentation (e.g. letters, mail merge, minutes, spreadsheets)	E	
	Time management and working to deadlines	E	
	Organising meetings	E	
	Record keeping, information retrieval and dissemination of information	E	
	Knowledge of Board of Directors procedures		D
	Developing and maintaining contacts with outside agencies e.g. DfE		D
	Knowledge of educational legislation, guidance and legal requirements		D
	Knowledge of the responsibilities of the Board of Directors		D
	Knowledge and understanding of educational settings		D
	Knowledge of Data Protection legislation		D
Qualifications and Training	GCSE Grade 9 to 5 (A* to C) or equivalent level of qualification in English and Maths	E	
	2 A Levels or equivalent level 3 qualifications		D
	Further qualification or training in Business Administration or Communications		D
	Able to demonstrate a willingness to attend appropriate training and development	E	
	Attended or willing to attend the National Training Programme for Clerks	E	
Attributes	Ability to demonstrate effective interpersonal skills	E	
	Ability to prioritise workload and work to challenging timelines/ work independently demonstrating strong organisational skills	E	
	Ability to form and maintain good professional relationships	E	
	Emotional resilience when working under pressure	E	
	A willingness to demonstrate commitment to the values and ethos of the Trust	E	
	Sense of humour	E	
Other	Commitment to safeguarding and promoting the welfare of children and young people	E	
	Willingness to undergo appropriate checks, including Enhanced DBS checks	E	

How to Apply

A Support Staff CES application form can be downloaded from the Oaklands school website:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

Completed applications should be sent by email to:
s.mann@oaklandscatholicschool.org

or by post (marked 'Application' in the top left hand corner) to:

Mrs Sarah Mann
PA to the Headteacher
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note that incomplete applications will not be accepted.

Closing date:

Monday 23rd June 2025 at 12.00noon

Interviews:

Week beginning Monday 30th June 2025

Please note on Page 11 of the application from you are required to complete a supporting statement.

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the Trust will not consider 'Open References' from a candidate.

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

In accordance with Keeping Children Safe in Education 2024, section 221, in our shortlisting process, we carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.



Edith Stein Catholic Academy Trust

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www.escat.org.uk

