Nexus Education Schools Trust

Recruitment Pack

Clerk to NEST

Collaboration

Nurture

Educate

Succeed

Transform

Honesty

Opportunity

Inclusivity

Confidence

Enjoyment

March 2020
Nexus Education Schools Trust

Clerk to NEST

Nexus Education Schools Trust is recruiting for a clerk as it continues to expand. It is estimated the role would support two meetings a term per school. Candidates may have capacity to support more than one school. Training and support are provided with a termly clerk’s briefing.

Advert

<table>
<thead>
<tr>
<th>Salary</th>
<th>BR7 (£24,075 – £25,967 pro rata - equivalent to £14.37 - £15.50 per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Nexus Education Schools Trust (NEST)</td>
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<tr>
<td></td>
<td>Central Office</td>
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<tr>
<td></td>
<td>Worsley Bridge Primary School</td>
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<tr>
<td></td>
<td>Brackley Road</td>
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<tr>
<td></td>
<td>Beckenham</td>
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<td></td>
<td>BR3 1RF</td>
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<td></td>
<td><a href="mailto:Lbromley@nestschools.org">Lbromley@nestschools.org</a></td>
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<tr>
<td>Hours</td>
<td>Part-time, term-time only (flexible hours)</td>
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<td></td>
<td>Approximately 20 hours per term; equating to 1-2 meetings a term</td>
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<tr>
<td>Start Date</td>
<td>Summer Term 2020</td>
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<tr>
<td>Closing Date for Applications</td>
<td>Friday 20th March 2020</td>
</tr>
<tr>
<td>Interview Date</td>
<td>Wednesday 25th March 2020</td>
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</tbody>
</table>

Nexus Education Schools Trust

NEST is a growing Multi Academy Trust, presently with 11 primary schools across the London Borough of Bromley. The Trust has a strategic plan to grow a second hub outside of Bromley. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils.

Nexus Education Schools Trust (NEST) **is an exceptional and distinctive learning community of eleven primary schools.** At the heart of our belief system is **our focus upon learning** – a commitment to the classroom and the core purpose of education. At NEST our commitment to the learning process challenges our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school’s contribution to inter-school learning and the development of a NEST wide professional learning community.

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical.

NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy [http://nestschools.org/nest-policies/](http://nestschools.org/nest-policies/). Applications should be received at Nexus Education Schools Trust no later than 12 noon on Friday 20th March 2020. If you have any queries, please contact the Central Team Office – 020 8650 2977 ext. 5 or alternatively lbromley@nestschools.org
Welcome

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools as the Trust now includes:-

- Alexandra Infant School
- Alexandra Junior School
- Balgowan Primary School
- Bickley Primary School
- Farnborough Primary School
- Highfield Infants’ School
- Highfield Junior School
- Manor Oak Primary School
- Perry Hall Primary School
- Pickhurst Infant Academy
- Worsley Bridge Primary School

The Trust academies are all based in the London Borough of Bromley, all schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual schools to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration.

Nexus Education Schools Trust believe that all decisions and choices should be child centred. We aim to:

- nurture every individual,
- provide excellent education outcomes,
- enable all to succeed and
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

We recognise that each school’s community is different. We value this uniqueness and contribution to ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards

Paula Farrow
CEO
Nest Education Schools Trust
Job Description and Person Specification

Clerk to NEST

Purpose
To provide full clerking services to NEST Central meetings and meetings in individual schools, as appropriate.

To clerk other ad hoc meetings (e.g. disciplinary and appeal panels) as may be required during the course of the year.

Manage all information effectively and in accordance with legal requirements.

Access and provide information and guidance on constitutional and procedural matters as necessary.

Responsibilities
- To provide clerking services to the NEST Hub Committees, individual school Local Committees; third party providers, the NEST Headteacher Forum and any other NEST Central or Local meetings as required, including any panels which need to be convened.
- To provide full clerking services to specific NEST schools as required.
- To provide ad-hoc clerking services to NEST Schools as required.
- Liaise with the CEO, Chair of the Board, Chairs of Committees, and other clerks, over the agenda and supporting papers required for meetings.
- Collate and circulate reports and papers required for the meeting.
- Prepare, type, copy and distribute meeting papers to attendees at least a week in advance of the meeting.
- Attend meetings and take accurate notes from which to prepare the minutes.
- Ensure that meetings are quorate.
- Type draft minutes for approval by the CEO and Chair.
- Distribute minutes within 21 school days of the meeting.
- Keep check of all legal and procedural requirements and advise the CEO.
- Keep an accurate record of meeting attendance and advise anyone who is in danger of disqualification through non-attendance.
- Deal with correspondence for appointments.
- Inform the CEO/Chair of any resignations/appointments and ensure that action is taken to fill the vacancy.
- Assist with any elections required.
- Ensure that internal and external databases recording information about governance are kept up to date.
- Ensure that required paperwork is completed by Committee Members and others involved in governance and that accurate records are kept of this process.
- Have regard to the need for confidentiality and advise others accordingly.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, security, confidentiality and data protection.
- Undertake any other duties commensurate with the level of the post, as required, to ensure the efficient and effective running of Governance in NEST.

Standard Duties in all Trust Job Descriptions
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
Method of Working

NEST expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with NEST policies and procedures. NEST Central Team staff are expected to respect confidentiality and safeguarding practices at all times.

Considerable importance is attached to the public relations aspect of our work. Members of the Central Team must project a positive image of NEST at all times and through all activity.

Working Pattern

The hours for this role are not fixed due to the nature of the post. Therefore, the post-holder must be flexible in their approach and be able to:

- Attend early morning meetings
- To attend evening meetings
- To attend occasional Saturday morning meetings
- To travel across the Bromley Borough to attend meetings
- To visit the NEST Central Offices (currently based at Worsley Bridge Primary School, Beckenham, to carry out admin duties)
- To work at home on their own initiative to meet deadlines

Working hours will be part-time and term-time only.

Person Specification

Essential

- A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately and being mindful of the sensitive nature of some discussions.
- Good time management and organisational skills, with the ability to meet deadlines in good time.
- A good standard of verbal communication and the ability and confidence to input during meetings when it is procedurally appropriate to do so.
- A high level of personal responsibility and confidentiality.
- A good record keeper.
- An effective team player.
- Fully conversant with IT, including the Internet and MS Office products. The post holder must have access to a PC and an internet connection and printing facilities at home.

Desirable

- Experience as a Clerk within school governance.
- Knowledge of school governance procedures.
- Knowledge of educational legislation, guidance and legal requirements.