



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

**TRUST CLERK**



**Achieving Extraordinary Things**



## Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn’t achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with eleven schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

Jeremy Stockdale

## **‘Achieving Extraordinary Things’**

### **Dear Applicant**

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

**Our NPAT Staff Pledge** shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

*Julia Kedwards, OBE*

**NPAT Chief Executive Officer**

**Follow us on Twitter:** @NPATrust, **Telephone/text:** NPAT Office 07741 654181

**Email:** [recruitment@npatschools.org](mailto:recruitment@npatschools.org), **Website:** <https://npatschools.org/index.php>

*“The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references.”*



## The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of eleven schools representing 4350 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

***'Achieving Extraordinary Things'***

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

***'My school is your school; your children are 'our' children.'***

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

## NPAT Trust Clerk

### Job Description – February 2021

POST DETAILS	
<b>Post Holder Name:</b>	
<b>Responsible to:</b>	Trust Clerk
<b>Hours:</b>	10 hours per meeting, 10 meetings per year 52 weeks per year
<b>Salary:</b>	NCC Support Staff Pay Scale 27 Pro Rata
<b>Key responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Administration of Meetings</li> <li>2. Monitor Membership</li> <li>3. Manage Information</li> <li>4. Provide Advice to the Governing Body</li> </ol> <p>The main purpose of the role is to:</p> <ul style="list-style-type: none"> <li>• Provide effective administrative support to the Governing Body and its committees</li> <li>• Ensure the Governing Body is properly constituted</li> <li>• Manage information effectively in accordance with legal requirements</li> <li>• Provide advice to the Governing Body on governance, constitutional and procedural matters</li> </ul>
KEY RESPONSIBILITIES	
<b>1 – Administration of Meetings:</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Chair and the Headteacher, prepare a focused agenda for the Governing Body meeting and committee meetings and circulate seven days in advance of the meeting</li> <li>• 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;</li> <li>• Ensure meetings are quorate</li> <li>• Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not) and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting</li> <li>• Draft minutes of Governing body meetings, indicating who is responsible for any agreed action with timescales</li> </ul>

	<p>and send drafts to the Chair within ten working days of the meeting.</p> <ul style="list-style-type: none"> <li>• Circulate the reviewed draft to all Governors (members of the committee), the Headteacher (if not a Governor) and other relevant body, such as the diocese/foundation/Trust as agreed by the Governing Body and within fifteen working days of the meeting</li> <li>• Follow-up any agreed action points with those responsible and inform the Chair of progress</li> </ul>
<b>2 – Monitor Membership:</b>	<ul style="list-style-type: none"> <li>• Advise Governors and appointing bodies in advance of the expiry of a Governor’s term of office, so elections or appointments can be organised in a timely manner;</li> <li>• Manage the part of the meeting where the Chair is elected, giving procedural advice concerning conduct of this and other elections</li> <li>• Maintain a register of governor pecuniary interests and ensure the record of Governor’s business interest is reviewed regularly and lodged with the school;</li> <li>• Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so</li> <li>• Maintain a record of training undertaken by members of the governing body;</li> <li>• Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance</li> <li>• Advise the governing body on succession planning (of all roles, not just the Chair)</li> </ul>
<b>3 – Manage Information:</b>	<ul style="list-style-type: none"> <li>• Maintain up to date records of the names, addresses and category of governing body members and their term of office and inform the governing body and any relevant authorities of any changes to the membership</li> <li>• Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Governors eg Safeguarding, Looked After Children, Health and Safety</li> <li>• Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request as agreed at meetings;</li> <li>• Maintain records of governing body correspondence</li> <li>• Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example on the website</li> </ul>

<p><b>4 – Provide Advice to the Governing Body</b></p>	<ul style="list-style-type: none"> <li>• Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings</li> <li>• Act as the first point of contact for Governors with queries on procedural matters;</li> <li>• Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from third parties on behalf of the Governing Body;</li> <li>• Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation</li> <li>• Offer advice on best practice in governance, including on committee structures and self-evaluation</li> <li>• Ensure that statutory policies are in place, and are revised where necessary, with the assistance of staff</li> <li>• Advises on the annual calendar of Governing Body meetings and tasks</li> <li>• Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice</li> <li>• Contribute to the induction of Governors taking on new roles, in particular Chair or Chair of a committee</li> <li>• Ensure that Governors are aware of their duty to ensure that the school website is compliant</li> </ul>
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>• Clerk any statutory appeal committees/panels the Governing Body is required to convene</li> <li>• Assist with the elections of parent and staff governors</li> <li>• Participate in and contribute to the training of Governors in areas appropriate to the clerking role</li> <li>• Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents</li> <li>• Maintain archive materials</li> <li>• Prepare briefing papers for the Governing Body, as necessary</li> <li>• Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies</li> <li>• Perform such other tasks as may be determined by the Governing Body from time to time</li> </ul>

*This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.*

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successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

<b>Signed by post holder:</b>	
<b>Date:</b>	



	<ul style="list-style-type: none"> <li>• Be able to maintain confidentiality;</li> <li>• A sense of humour;</li> <li>• A team player;</li> <li>• Commitment, honesty and integrity;</li> <li>• An open mind and the ability to adapt to change;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• A desire to succeed and help others achieve success.</li> </ul>	<p style="text-align: center;">√</p>	
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## Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

## Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://npatschools.org/index.php/npat-information/safeguarding>

## How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [recruitment@npatschools.org](mailto:recruitment@npatschools.org).

**Closing date: Friday 30 April at 12.00pm.**

