

Your Clerk

JOB DESCRIPTION

JOB TITLE:	Your Clerk Governance Professional (Clerk to Governors & Trustees)
LOCATION:	Work from Home (virtual service) and UK South Coast (in-person attendance)
RATE OF PAY:	£95-£125 per completed assignment/£16-£20 per hour for non-assignment duties
HOURS PER WEEK:	16-20 (school term-time only)

Your main responsibility is to take minutes at meetings and provide administrative support to the team and our clients. You are responsible for the effective and efficient management of your own working time, appointments and diary schedule. You will also be expected to deliver high quality customer services and assist with the continued growth and development of Your Clerk and our affiliated companies.

MAIN DUTIES & RESPONSIBILITIES

1. Attend meetings and take minutes at the meeting
2. Type-up the minutes of the meeting into a Word-processed format that is compatible with *Your Clerk* ICT systems
3. Send the word-processed draft minutes to your Line Manager; and/or send the approved final version of the minutes to client contacts
4. Liaise with your Line Manager and clients to formulate meeting agendas and send out the approved agendas with relevant attachments
5. Research and provide guidance on statutory requirements (e.g. OfSTED, DfE, local authority changes, etc) via email, telephone and SMS
6. Assist with the management and maintenance of public record files, including Registers of Business Interests, Codes of Conduct, Declarations of Appointment, etc
7. Send reminders for meetings, documents, and term of office expirations
8. Assist with diary management, appointment schedules, bookings and creation of annual planners
9. Assist with management of correspondence register(s)
10. Assist with maintenance of policy schedule(s)
11. Assist with the organisation of Director/Governor elections and appointments
12. Assist with the creation of advertising campaigns
13. Assist with the management of social media and other marketing activities
14. Undertake such other duties as may be required from time to time commensurate with the level of the post
15. Comply with all decisions, policies and standing orders of hubulu.com Ltd and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act