

---

# PA / Project Co-ordinator & Governance Clerk

**Contract Type:** Permanent /30 Hours Per Week (part time / job share arrangements could be considered)

**Term Time plus inset days**

**Required for:** ASAP

**Closing date for applications:**

**MTOAT may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.**

---

## MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

The Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is a small multi-academy trust based in Wallingford, Oxfordshire, which has grown out of the success of Wallingford School over the past decade since academisation. The size of MTOAT is its strength - each school has its own identity, ethos and values and is also part of something larger in which collaboration and support are driven by strong relationships and highly effective leadership and management.

MTOAT currently consists of three schools - Wallingford School, Brightwell cum Sotwell CofE Primary School and Aylesbury UTC.

Wallingford School is a well-established, very successful secondary school which has a tangible commitment to providing an excellent education for the young people of the town and the surrounding villages. Results are excellent year-on-year and the school is oversubscribed. A new 19 classroom teaching block opened in 2022 and it is expected that the school will grow to around 1500 students over time. Wallingford School was again judged by Ofsted to be Good in a section 8 inspection in November 2022 and its unvalidated Progress 8 score for 2023 placed the school within the top 15% of secondary schools nationally. Teaching and learning at Wallingford was judged to be Outstanding by Ofsted during its last inspection in March 2017. The report states: "The quality of teaching is excellent throughout the school. Consequently, pupils demonstrate consistently highly positive attitudes towards their studies. They are very keen to learn and engage actively with work in lessons. Their very positive relationships with their teachers support their effective learning over time." Outcomes and quality assurance over the past three years indicate that this is still very much the case, and this outstanding practice is shared across MTOAT. We are a school for our local community and celebrate and live our comprehensive values.

Brightwell-cum-Sotwell CofE Primary School joined MTOAT in September 2017, following a period of collaborative supportive working. The transformation during the period since then is remarkable with results now being strong, student numbers increased and a motivated, committed staff in place – it is a school reborn.

Aylesbury University Technical College (AUTC) joined MTOAT in November 2021. AUTC is an innovative, dynamic, employment-led environment which prepares young people to become highly skilled employees of the future through the integration of business with education. There is a focus on building productive relationships with the IT and Health industries through the curriculum and beyond. Our students take part in industry-specific project-led learning experiences. We aim to develop professional and motivated students who will proactively represent the values and ethos of the UTC. We want our students to achieve their full potential and be successful in life, learning and their future careers.

Further information about MTOAT can be found on our website: <http://mtoat.co.uk>

**Key purpose of the Job:**

- The postholder will report to the Governance Lead in helping to ensure an efficient and effective governance and clerking service to the Trust's schools.
- To assist with and / or take ownership of assigned projects
- To be a key member of MTOAT's Governance Team.

**Key Responsibilities:**

- Co-ordination of assigned projects, including administration and reporting as appropriate
- Provision of a clerking support to the Trust schools' Local Governing Bodies and Committees. To include preparation and circulation of agendas, collation, and circulation of supporting papers within appropriate timescale and dealing with correspondence arising from meetings
- Attendance at meetings and production of draft minutes for approval by the Chair within seven working days of each meeting
- Monitoring attendance at meetings, identifying any governors who fail to meet attendance requirements and alerting the Governance Lead and Chair of the school's Governing Body
- Advising the Trust, Governing Bodies & Governance Lead of governor terms of office nearing completion and assisting in election processes for new governors
- Accurate and efficient maintenance of records of meetings and minutes
- Preparation and clerking for additional governor panels to support the pastoral teams
- Provision of advice and guidance, with the support and guidance of the Company Secretary as necessary, on academy regulations and internal governance frameworks, such as the Trust Scheme of Delegation
- Liaison with key stakeholders between meetings
- Upholding of policies and codes of practice adopted by the Trust and its Local Governing Bodies
- Maintenance of Director and Governor records, e.g. in relation to registers of pecuniary interests, gifts and hospitality, expenses etc.
- Production and updating of project and governance schedules of work
- Assisting with the recruitment and induction of new staff members and / or Governors as required
- Supporting the Governance Lead in the managing of the Trust and Local Governing Body annual calendar of meetings
- Supporting in the review and drafting of policies, procedures, drafting of reports and in dealing with general correspondence
- Carrying out any other reasonable instructions given by the Senior Leadership Team, and Governance Lead in order to support the work of the Trust and its schools.

This job description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed

**Person Specification****Essential**

- Excellent communication, literacy and presentation skills including the ability to communicate in a clear, accurate and succinct manner. Ensures appropriate methods of communication to achieve the required result
- A good team worker with a flexible and positive approach to getting things done and the ability to use own initiative
- Ability to act with compassion, diplomacy and tact, showing a respect for confidentiality

- Willingness and ability to work flexibly across different school sites. Flexible working with a mix of office and home-based working and attendance at numerous face-to-face / virtual evening meetings
- Proven administrative and organisational abilities, including the ability to organise own time and work to deadlines and experience of taking accurate minutes
- Fully conversant with Microsoft Office software, including Word. Willingness and ability to access computer and email facilities from home as/when required. Ability to use IT securely and safely and supports/encourages governors to access IT technology, linked to Governor training and the work of the Trust, in a safe and secure manner
- Ability to build and maintain successful relationships, treating everyone consistently with respect and consideration
- Ability to keep abreast of developments and willingness to follow CPD

### **Desirable**

- Knowledge of relevant educational legislation and guidance relevant to an academy trust
- Experience of clerking (in a school or another context)

### **Line management**

Accountable to MTOAT's Governance Lead

### **Contract terms and duties**

This is a permanent post, and it will be based across the Merchant Taylors' Oxfordshire Academy Trust sites, including AUTC, Wallingford School and Brightwell Primary School, with the option of some working from home.

Evening meeting attendance is required (typically one evening meeting per week across a 39-week academic year), but the role has the flexibility to be tailored for the right candidate and evening meetings will be a combination of face-to-face and remote meetings.

### **Hours**

This post is for 30 hours per week, part time / job share arrangements could be considered.

### **Salary**

The salary for the post is Grade 8 Point 18 – 23, £15.17 - £16.63 per hour, depending on experience.

### **Pension Details**

Please visit [www.lgps.org.uk](http://www.lgps.org.uk) and [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions) for details of our Local Government Pension scheme.

### **Terms & Conditions**

Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees.

This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

### **General Points**

You will be able to contribute to the Local Government Superannuation Scheme.  
Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

**We look forward to receiving your application.**