



Job Description

Minute Taker

ORCHARD HILL COLLEGE AND ACADEMY TRUST

General Purpose of Job:

Responsible to the Governance Manager.

To take notes that accurately reflect the decisions and discussion that took place during the LGB/Trust Board meeting.

Reporting Relationships

The post holder will report to the Governance Manager.

Functional Links

The Minute Taker will report directly to the Governance Manager. They will also need to liaise with Head of Governance, Principal, Chair, Local Governors, and other staff members.

Main Job Purpose

As an experienced minute taker, you will play a crucial role in documenting accurate and comprehensive minutes of meetings held across the Trust. You will be responsible for capturing key discussions, decisions, and action points.

Specific Duties:

1. Attend meetings and other events within the organisation as mutually agreed, taking comprehensive and accurate minutes.
2. Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not)
3. Utilise active listening skills to capture and document key points, discussions, decisions, and action items during meetings.
4. Collaborate with meeting organisers to understand the objectives, context, and desired outcomes of each meeting.
5. Maintain strict confidentiality and discretion in handling sensitive information discussed during meetings.

6. Prepare drafts of meeting minutes promptly and efficiently, ensuring accuracy, clarity, and adherence to established formatting guidelines. (7 working days)
7. Review and proofread meeting minutes for clarity, grammar, and spelling, making necessary revisions before finalising.
8. Collaborate with stakeholders to address any concerns or discrepancies in the meeting minutes, ensuring their accuracy and approval.
9. Maintain the agreed record-keeping system for meeting minutes, ensuring they are properly filed and easily accessible.
10. Stay updated with organisational policies, procedures, and relevant guidelines to ensure compliance and consistency in minute-taking practices.
11. Have an awareness of the Scheme of Delegation, and bring to the attention of the Governance Manager any awareness that the governors may not be adhering to it.
12. Raise any issues/concerns from the meeting to be raised within Governance Manager within 48 hours.

Other Information

This job description reflects the current situation. It may be altered in detail and emphasis in the light of changes, service needs, or function.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below.

Priority 1 criteria are required on appointment, priority 2 can be gained after appointment.

Qualifications/Experience	Priority
1. High level of proficiency in written and spoken English, with excellent grammar, punctuation, and spelling.	1
2. Strong active listening skills with the ability to capture and summarise complex discussions accurately.	1
Abilities, Skills, and Knowledge:	
3. Previous experience of formal Minute taking, preferably for a Board or Committee, or similar.	1
4. Excellent knowledge of MS Office Packages.	1
5. Excellent typing and keyboard skills	
6. Ability to work to tight timescales, think on feet, problem solve, work calmly professionally and positively in busy environment.	1

7. Accuracy and attention to detail and the desire to see jobs through to completion.	1
8. Ability to maintain confidentiality at all times and ensuring that confidential data is handled in a sensitive manner.	1
9. Ensure that responsibilities and ownership of actions are clearly indicated within the Minutes.	1
10. Have the confidence to be able to speak up in a meeting (where appropriate) and clarify points.	1
11. Able to work effectively and positively with team members, using initiative when required.	1
12. Excellent organisational skills and record keeping.	1
13. Willing to work unsociable hours. Meetings are across the day or early evening.	1
14. Able to work within OHC&AT policies e.g. OHC&AT Equality and Diversity Policy and Health and Safety policies.	1
15. Ability to travel to meetings. Full clean driving licence.	1
16. Able to work without direct supervision.	1