



*"Inspire through Creativity, Kindness & Adventure"*

# Clerk to Governors Application Pack



November 2024



# Introduction

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Thank you for your interest in our **Clerk to Governors** post at Larkrise Primary School. We are a school that has seen rapid improvement over the last two years. This was reflected in our recent [OFSTED inspection](#), which was undertaken in March 2023. We are now looking for candidates who are excited to join us as we continue our journey of continuous improvement. **We are interested in receiving applications from experienced clerks and those new to the role with experience working in administration. We can offer full training for this role. Your success in our school depends more on your values and commitment than your experience.**

This application pack will give you an understanding of our values and vision for our children, staff and wider school community. We also invite you to visit our school virtually or in-person to discuss your future and ours. If you would like to take up this offer, please arrange a time to meet Patrick Vale, our Chair of Governors, by contacting the school office on 01865 721476 or via email [office@larkriseprimary.org](mailto:office@larkriseprimary.org).

If you successfully become our **Clerk to Governors** at our school, you will play a significant role in realising this Mission, Vision and Values. As a **Clerk to Governors**, you will play an important role by providing the excellent administrative and governance support needed to ensure the school's continued success. You will also need a creative spark to realise our ambitious plans. We will also offer Continued Professional Development opportunities to support you in developing your career.

We realise that you can't achieve this alone, and we are particularly proud of the team we are developing at Larkrise. Our staff team is energetic, enthusiastic, and supportive, and we want to offer our children the best educational experiences. In the most recent RLT staff survey:

- 100% feel that their work has a strong purpose and makes a positive difference in the lives of children.
- 95% felt the school was led and managed well.
- 98% know who to speak to, either for themselves or a colleague, regarding wellbeing and mental health.
- 93% are proud to work at this school.
- 91% enjoy working at this school.
- 88% feel they can manage their workload.
- 82% felt leaders and managers take staff wellbeing and workload into account when developing and implementing policies and procedures.
- 91% feel leaders support staff well in managing behaviour.
- 93% feel this is a school that is aspirational for all pupils.
- 84% feel continuous professional development and learning provided to staff has helped them to be more effective in their role.

Our children want to achieve whilst enjoying their education. If you are successful, you will also be supported by our governors, leadership team and Friends of Larkrise, an ever-growing group of parents and carers. Our parental body, in particular, is very supportive and regularly volunteers to enhance our children's experience. In a [recent survey](#), 98% of our parents would recommend our school to another parent.

It is an exciting time for Larkrise Primary School. In February 2019, we joined the River Learning Trust (RLT). The RLT is a Multi-Academy Trust responsible for a number of schools and a school-centred initial teacher training provider (SCITT) within Oxfordshire; the schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together, Information about the growing River Learning Trust by visiting [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

Being part of RLT allows the school to work more closely with a diverse range of schools, benefiting both our governors, staff and children. The Trust schools are also involved in working with the Oxfordshire Teaching School Alliance (OTSA), which provides further access to support and development opportunities. Larkrise is a strategic partner school within OTSA ([Click here](#) for more information).

At Larkrise, we are excited to work more closely with such a range of schools, which will benefit our staff and children.



The school serves one of the most diverse catchments in the internationally renowned city of Oxford. Our children come from a wide range of economic and cultural backgrounds. Many speak a number of different languages. At the last count, we had over twenty languages spoken at the school. This diverse and vibrant catchment of East Oxford is celebrated and reflected in our Inspire Curriculum.

We also want to support you to develop your career further and grow within your new role. We are very proud of the opportunities we provide to our staff to enhance both their experience and effectiveness further. We will do this by developing your individual Continued Professional Development and Learning plan with the support of the wider RLT. We will be fully committed to your professional development.

You are welcome to apply if you are currently an experienced clerk or considering working in a new role as a school clerk to governors. We seek candidates excited by the prospect of working as a [Clerk to Governors](#) in our school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Vale'.

Patrick Vale (Chair of Governors)

A handwritten signature in black ink, appearing to read 'Jon Gray'.

(Jon Gray -Headteacher)

## Mission-Vision-Values

**Mission:** A vibrant and caring school which proudly reflects the diversity of our community.

**Vision:** To provide a world-class curriculum with high expectations for every child and within which well-being is nurtured and learning is limitless.

### Inspire



**Inspire through Creativity, Kindness and Adventure**

### Creativity



**Show kindness to ourselves, each other, our community and our environment.**

**Inspire curiosity and encourage innovation.**

### Kindness



### Adventure



**Meet the challenge by embracing new opportunities whilst striving for excellence.**





# The Principles of the River Learning Trust



The River Learning Trust (RLT) is a multi-academy trust responsible for a number of schools and a school-centred initial teacher training (SCITT) provider within Oxfordshire. The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

The River Learning Trust is a community of children, young people and adults with shared principles including:

- Commitment to **Excellence**; striving for the best educational experience
- Everyone **Learning**; creating and taking opportunities that enhance lives
- Respectful **Relationships**; acting with care, integrity, and fairness in all we do

([Click here](#) for more information).

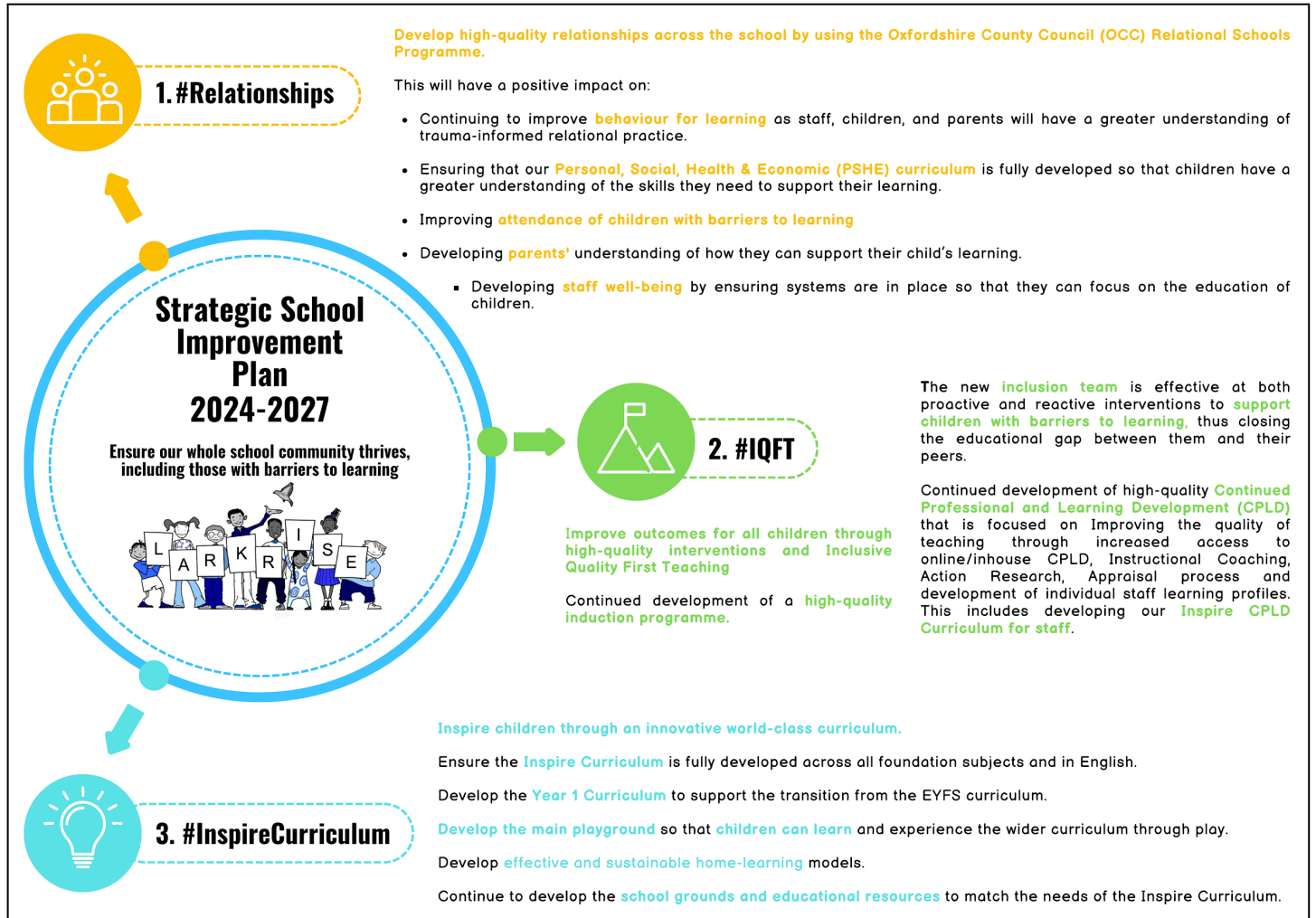
Click on the image below to watch a video about working in a school within RLT.



Click on the [link](#) to find out more about working for RLT.

# We are a forward-thinking school that looks to the future.

We are rapidly improving the school. We pride ourselves on using research to ensure improvements are implemented and embedded. Click on the image below to find out more about school improvement.



# Our Governing Body

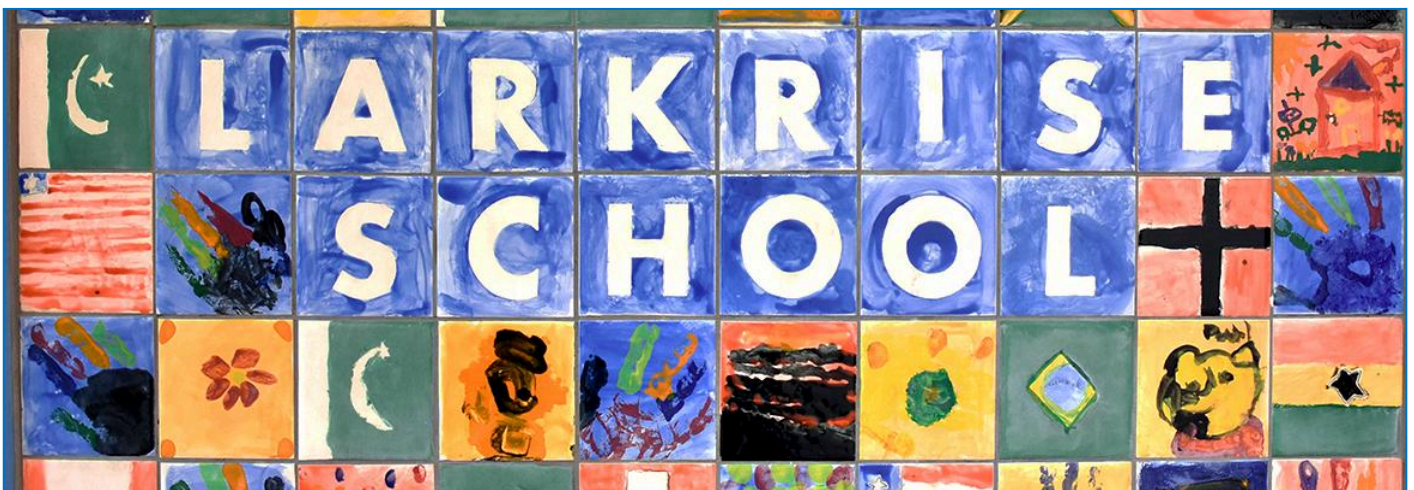
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Larkrise Primary School is an academy managed by the River Learning Trust. Each school within the River Learning Trust is managed by its local governing body and the school's Senior Leadership Team.

Working in partnership with the Headteacher and staff, governors ensure high standards of achievement for the children in the school. They focus on strategy and school improvement; they decide what they want the school to achieve, set priorities and monitor progress to realise these aims. They have three core strategic functions delegated to us by The River Learning Trust Board:

- Setting the vision, ethos and strategic direction of the school within the context of The River Learning Trust
- Holding the Headteacher and senior staff to account for the educational performance of the school and its children
- Ensuring the school remains within the budget delegated by The River Learning Trust and the money is well spent.

More information can be found on our website via this [link](#).





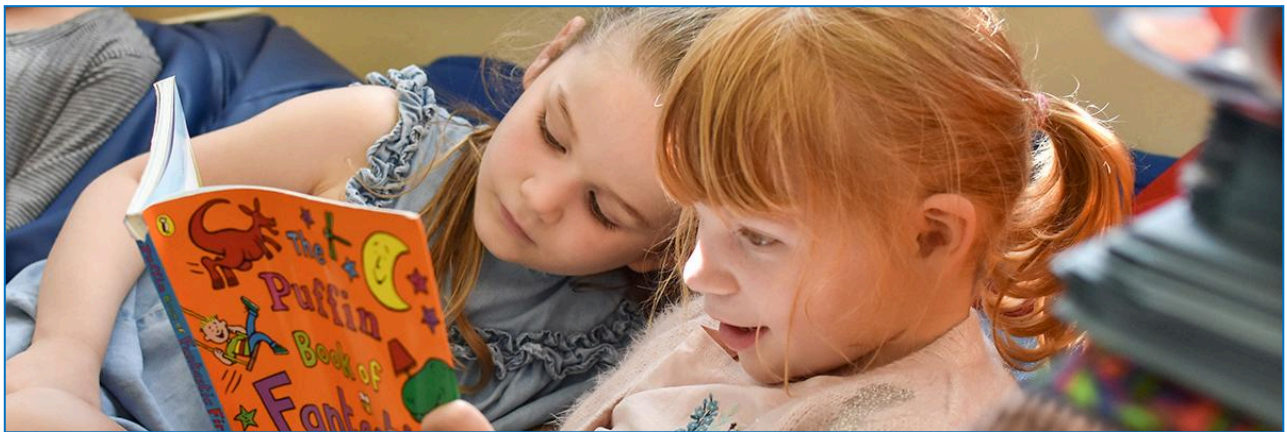
# Clerk to Governors Selection Criteria

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The selection criteria, job description and person specification, show the key abilities and skills required for this opportunity. The selection panel will assess each candidate against the criteria listed in the person specification, expecting them to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a primary school context.

The panel will use the following assessment tools throughout the selection process:

- Application form via the MyNewTerm.
- Application Statement showing how you meet the selection criteria and explaining why you would like to work at Larkrise Primary School
- Interview





# Clerk to Governors' Job Description

<b>Job Title</b>	Clerk to Governors
<b>Reports To</b>	Chair of Governors
<b>Salary</b>	Grade 8: £15.84 - £17.29 per hour
<b>Contract</b>	<p>Fixed Term - until August 2025 - likely to become permanent.</p> <p>95 hours per year, worked remotely with in-person attendance at meetings (lasting approximately 2 hours). This may be increased in discussion with the successful candidate.</p> <p>We have 5 Full Governors Meetings and will allow 10 hours for each meeting to process paperwork for these meetings.</p> <p>We have 6 Committee Meetings and we will allow 7 hours for each meeting to process paperwork for these meetings.</p> <p>Further hours have been applied for training.</p>

## Introduction

The clerk's main responsibilities are:

- The timely circulation of agendas
- Attending governing body meetings and producing accurate minutes
- Monitoring governing body membership and attendance
- Maintaining the register of governors' business interests
- Providing administrative support to the governing body
- Providing advice to governors on their legal and procedural duties.
- The governing body generally meets in the evenings at the school, but the rest of the work can be done at home anytime.

Clerking for both the full governor meetings and committees in the school amounts to approximately 95 hours per year, including attendance at meetings (up to 14 per school year), preparation and follow-up, and other duties related to the governing body's operations.

## Meetings:

- To work effectively with the Chair of Governors (or committee chairs) and headteacher before every full governing body and committee meetings to prepare a purposeful agenda which takes account of RLT and DfE requirements and is focused on school improvement.
- To work with the Chair of Governors (or committee chairs) and others to produce agenda papers on time. To produce, collate and distribute the agenda and papers so that recipients receive them at least seven days before the meeting.
- Record the attendance of governors at the meeting and take appropriate action regarding absences.
- Advise the governing body on governance legislation (including the Trust's Scheme of Delegation) and procedural matters where necessary before, during and after the meeting. Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any action agreed. Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the Chair (or committee chairs) and headteacher for amendment/approval by the Chair. Copy and circulate the approved draft to all governors within the timescale agreed with the governing body. Keep an electronic file of signed minutes as an archive record.
- Liaise with the Chair (or committee chairs), prior to the next meeting to receive an update on the progress of actions agreed upon previously by the governing body.
- Chair the part of the meeting at which the Chair is elected.
- Maintain a record of signed minutes of meetings in school and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.

### **Membership:**

- Maintain a database of names, addresses, and categories of governing body members and their terms of office. Initiate a welcome pack/letter to be sent to newly appointed governors, including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated link governors. Advise governors and appointing bodies of the expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Inform the governing body of any changes to its membership. Maintain governor meeting attendance records and advise the governing body of non-attendance of governors. Ensure this information is kept up-to-date on the school's website.
- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school and posted on its website. Confirm with the school that DBS (Disclosure and Barring) checks have been successfully carried out on all new appointees and re-appointees.
- Maintain a record of training undertaken by members of the governing body.

### **Advice and Information:**

- Advise the governing body on procedural issues. Have access to appropriate legal advice, support and guidance and ensure that new governors have all the relevant information required to carry out their role.

- Take action on the governing body's agreed policy to support new governors, taking account of the guidance provided by RLT.
- Ensure that governing body review of statutory and non-statutory policies is up to date (in liaison with school staff using the school's Policy Tracker) and that a file is kept in school of policies and other school documents approved by the governing body. Maintain records of governing body correspondence.

### **Professional Development:**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.

### **Other duties:**

- Assist with the elections of parent and staff governors.
- Clerk complaints and permanent exclusion panels with support from the RLT central team.
- Give advice and support to governors taking on new roles such as Chair of Governors or chair of committee. Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant DfE, local authority and RLT documents and of archive materials.
- Prepare briefing papers for the governing body, as necessary. Leading on the production of schedules of business including the cycle of agenda items for the meetings of the governing body and committees as appropriate.
- Other duties compatible with the post as agreed with the head teacher or Chair of Governors.

## **Health and Safety**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

## **Safeguarding**

Larkrise Primary School and The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

## **Notes**



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified .

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



# Clerk to Governors

## Person Specifications

	Essential	Desirable
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Excellent literacy skills with excellent attention to detail</li> <li>• GCSE in Maths &amp; English (Grade C or 4 or above) or NVQ 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience of supporting in schools</li> <li>• A levels or NVQ 3 equivalent qualifications</li> <li>• Degree Level Qualification</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Effective use of ICT packages</li> <li>• Keyboard/computer skills</li> <li>• Participate in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to a range of adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Sense of humour</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• An understanding of the importance of working in partnership with other schools in the wider RLT promotes improvements in education for staff and children.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of current statutory processes, procedures and associated documentation</li> <li>• The ambition to develop a career in education</li> </ul>

# The Interview Process

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The deadline for applications is open-ended and we will consider applications as they arrive. Please apply via the [My New Term](#).

The interview panel will meet on the same day and will email selected candidates to invite them for an interview.

Interviews will take place as applications arrive and reserve the right to consider and interview candidates as applications arrive.

The selection panel will include the Headteacher and Chair of Governors.



