



Sheldon School  
Chippenham

# Candidate Information



## Clerk To Governors

**Closing Date: Friday 30<sup>th</sup> August 2024, Noon**  
**Interview Date: September 2024**

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## Cover Letter

July 2024

Dear Applicant,

### **Vacancy for a Clerk to Governors**

**Hours of work: 15 hours per week, 39 weeks per year**

**Salary: Grade H15, £29,269 per annum, Full Time Equivalent**

This is a crucial role in the school as the business functions become more and more important in academy trusts with the services offered to all stakeholders becoming more diverse and developing rapidly. It is an exciting opportunity to work in a high-performing school of 1650 students, over 200 staff and a budget in excess of £10 million.

We hope that our new Clerk to Governors will form part of our dedicated support team, which provides a high-quality service to governors, staff, pupils and parents. The successful candidate will support the Governing Body in the discharge of their functions in accordance with legislation and provide advice and guidance on governance, constitutional and procedural matters and contributing to the effective functioning of Full Governing Body and its committees. The person appointed will be the first point of contact for the Governors and will liaise with the Local Authority and other organisations on their behalf.

This is a part time role, working 15 hours on average per week over 39 weeks per year. The successful candidate will need to demonstrate flexibility to accommodate evening meetings. The Clerk to Governors would largely work from home, although access to ICT equipment, e-mail and telephone would be essential and attendance at school for meetings will be required.

The person appointed will be highly organised with excellent communication skills, as well as possessing the ability to work under pressure and meet deadlines. They must have an excellent standard of administration and minute taking skills with the ability to grasp regulations and procedural information.

We offer a very generous local government pension scheme, free parking, employee assistance programme and a number of other staff wellbeing benefits. Supporting this, we provide all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing. You would be joining a hardworking and supportive team which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The

online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Sheldon is a great school. I am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's simply a pleasure to come to work each day. I think you will find staff will say the same to you were you to ask them.

Fuller details are included to outline the all-round offer, but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

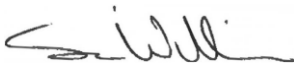
If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application. To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, your motivation for making an application and how your knowledge, experience and training meet the person specification.

The closing date for applications is: **Friday 30<sup>th</sup> August 2024, noon.**

We hope to hold interviews week commencing **in September 2024.**

I thank you for your interest in Sheldon School and wish you success in your future career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Williams', written in a cursive style.

Simon Williams  
**Business Manager**

## Job Description

<b>Postholder</b>	Clerk to Governors
<b>Line Manager</b>	Chair of Governors, under the daily leadership of the School Business Manager (the line manager)
<b>Salary/Scale of Post</b>	Grade H15 (£29,269). Actual starting salary is £10,206.19 per annum
<b>Hours of Work</b>	15 Hours Per Week (on average), 39 working weeks. A flexible approach to hours is required to accommodate evening meetings, working to an average of 15 hours per week on a termly basis. The post-holder will discuss and agree working patterns with the School Business Manager to meet the requirements of the governance calendar.
<b>Post Purpose</b>	<p>To contribute towards the efficient and effective functioning of the Governing Body, sub-Committees, and General Meetings of Members and the Charters Board by providing:</p> <ul style="list-style-type: none"> <li>• administrative and organisational support to the Chair of Governors and committee chairs</li> <li>• guidance to ensure that governance arrangements work in compliance with the appropriate legal and regulatory framework and that governors and officers understand the potential consequences for non-compliance</li> <li>• advice on procedural matters relating to the operation of the governance arrangements of the School.</li> </ul>
<b>Specific Duties</b>	<p>The Governance Professional will act as Clerk to the Governors, providing clerking services to the Governing Body, sub-Committees, Charters Board and General Meetings of Members.</p> <ul style="list-style-type: none"> <li>• Working with the Chair of Governors, Committee Chairs and SLT members to prepare agendas, make arrangements for meetings, and liaise with those preparing papers to make sure they are available on time.</li> <li>• Produce, collate and distribute the agenda and papers prior to meetings, indicating for each agenda item if it is for discussion or a decision.</li> <li>• Make all arrangements for meetings, and take notes at meetings to prepare minutes.</li> </ul>

- In advance of meetings, proactively communicate with meeting participants with regard to attendance, advising the meeting Chair with regard to anticipated attendance and quoracy.
- Prepare draft minutes, indicating who is responsible for any agreed actions with timescales, for approval by the relevant meeting Chair before circulation within agreed timescales.
- Circulate approved minutes to all meeting participants and other relevant bodies within the timescale agreed.
- Follow up on action points with those responsible, informing the Chair of progress, and maintain a log of actions and progress through to completion.
- Maintain governor meeting attendance records, and advise the Governing Body on matters concerning non-attendance of Governors.
- Distribute mail, e-mail and other documents addressed to the school for governors' attention.
- Maintain a database of names and details of the members of the Governing Body, Members Group and Charters Board including their terms of office.
- Maintain a database of committee members and Link Governors.
- Maintain, update and circulate the Governor's Handbook.
- Provide administrative support in the recruitment and appointment of new Governors and Members.
- Updating the School's HR Advisor of any new Governors and Members to enable all statutory checks are carried out and to enable the Single Central Register to be updated.
- Support newly appointed governors with an induction pack and other relevant information including the arrangements for courses made available through the appropriate organisations.
- Maintain all training records for all Governors and Members and share with the School's HR Advisor for the purposes of updating the School's Single Central Register.
- Remind governors and the Chair of the approaching expiry of terms of office so that elections or appointments can be organised. Make arrangements for all elections.
- Arrange independent panels to hear admission appeals as required.
- Work with the Chair of the Resources Committee to ensure that the register of Governing Body pecuniary interests is maintained and reviewed.
- Advise the Governing Body on governance legislation, best practice and procedural issues.
- Maintain up to date governance information on the school website.
- Work with the School Business Manager with regard to the filing of all statutory returns and maintaining records with statutory bodies including DfE, ESFA, and Companies House.
- Coordinate the completion of the Annual Governance Statement.

	<ul style="list-style-type: none"> <li>• Ensure that statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body, and of Governing Body correspondence.</li> <li>• Keep up to date with current educational developments and legislation affecting school governance to provide pro-active support to the Governing Body.</li> </ul>
<p><b>Other Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.</li> <li>• To carry out any other reasonable instructions given by the Chair of Governors, Committee Chair, Headteacher or members of SLT where appropriate.</li> </ul>
<p><b>General Conditions</b></p>	<ul style="list-style-type: none"> <li>• All duties must be carried out complying with: <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.</li> <li>• The General Data Protection Regulation (GDPR).</li> </ul> </li> <li>• Relevant nationally-agreed codes of practice.</li> </ul>
	<p><i>The job description is not a finalised definition of the post. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.</i></p>

## Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

	Essential	Desirable
<b>Qualifications</b>		
English & Maths to GCSE Grade C or equivalent level	X	
Excellent ICT skills, experience of using Microsoft Office and Databases	X	
Accurate Word Processing skills	X	
<b>Experience</b>		
Minute taking experience	X	
Experience of working with staff at different levels	X	
An awareness & understanding of school/public sector		X
An understanding of school management issues and the role of the Governing Body		X
<b>Skills and Attributes</b>		
Previous experience in the education sector		X
Ability to work independently and use own initiative	X	
Ability to keep accurate records & be conversant with up-to-date regulations and procedural information	X	
Ability to prepare & present reports	X	
Excellent planning & organisational skills	X	
Ability to demonstrate a proactive approach and show initiative	X	
Excellent communication skills, both written and verbal	X	
Ability to manage conflicting and changing priorities	X	
Ability to manage own workload	X	
Excellent attention to detail	X	
Highly developed inter personal skills	X	
An interest in education		X
<b>Personal Qualities</b>		
Strong interpersonal and communication skills	X	
Ability to remain calm under pressure	X	
A positive can-do approach	X	
Highly organised and methodical, ability to meet deadlines	X	
Personable, approachable and courteous at all times	X	
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	X	
Energy, enthusiasm and resilience	X	
A strong awareness of professionalism and the importance of confidentiality	X	
High levels of integrity	X	
Good sense of humour		X



<b>Safeguarding</b>		
Ability to demonstrate and understanding of safeguarding responsibilities	<b>X</b>	
<b>Other</b>		
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	<b>X</b>	

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# Sheldon School

Chippenham



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