



## Peatmoor Community Primary School

Proud to be part of Grove Learning Trust



## Governance Professional (Clerk to Governors)

### Recruitment Pack



**Advert Opens:** 15.01.2025    **Advert Closes:** 31.01.2025

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### Grove Learning Trust (GLT) Vision

Together, we will create remarkable schools in which all children can thrive.

As one organisation, Grove Learning Trust, with schools that are unique and united, share aspiration for our children, which is underpinned by a strong commitment to our values.

**Trust >> Connect >> Collaborate**

A snapshot of Peatmoor Community Primary School ...



For further information about Peatmoor Community Primary School don't forget to visit our school website: <https://www.peatmoor.org.uk>

## Our School Values

### Peatmoor Community Primary School



Our Mission Statement is simply 'Enjoy Learning, Enjoy Life'.

Every member of our school community is proud to contribute to the success of our school. Children here are motivated by learning and offered the most diverse opportunities that we can provide. Our environment encourages them to be respectful and well-behaved individuals, who develop high self-esteem and independence.

Being at Peatmoor is very much about being part of an exciting school community. We encourage the very best from our children and aim to help them realise their fullest potential so that they are ready to positively embrace each next stage and to recognise and celebrate their many talents. We also believe in fostering confident and constructive attitudes, which encourage our children to understand their role, contribution and responsibility both as part of our school and in the wider world. We nurture positive and friendly relationships with everyone whilst continuing to develop our links with the wider community.

## Welcome



We are a 2-form entry primary school situated in West Swindon next to Peatmoor lagoon and the village centre. Being at Peatmoor is very much about being part of an exciting school community.

We benefit from superb teaching facilities and extensive outdoor spaces. This includes a wildlife pond, tyre park, floodlit Astroturf pitch and EYFS Outdoor classroom which includes potting table, communication & language zone and active play frames, which enhances the learning we offer.

## **Safeguarding, Equal Opportunities and Data Protection**

### **Safeguarding**

Peatmoor Community Primary School is committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

### **Equal Opportunities**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

### **Data Protection Privacy Notice**

As part of the recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting data protection obligations. For further information on how we collect and process data, please refer to the Data Protection Policy & Privacy Notice found on [www.grovelearningtrust.co.uk](http://www.grovelearningtrust.co.uk)



## Governance Professional - Job Description

Peatmoor Community Primary School is strongly committed to protecting and safeguarding children and expects all staff and volunteers to embrace this commitment. All post-holders are subject to an Enhanced Disclosure and Barring Service (DBS) Check.

**Post:** Governance Professional Clerk to Governors)

**Scale:** L1-L8

**Hours:** 2 hours per week

**Working Weeks:** Term time +1 (39 weeks per year)

**Grove Learning Trust is looking for an organised individual to join the Academy Committee of Peatmoor Community Primary School.**

### Main Job Purpose

- Provide effective administrative support to the Academy Committee
- Act as the first point of contact for governors
- Provide advice and guidance, ensuring practice is inline with relevant legislation & documentation, with the support of the Governance & Compliance Lead
- Ensure the Academy Committee is properly constituted
- Manage information effectively in accordance with legal and Grove Learning Trust requirements, with the support of the Governance & Compliance Lead
- Build effective working relationships

### Main Responsibilities and Duties

#### **Effective administration of meetings:**

- Prepare agendas for Academy Committee meetings, working with the Head and Chair
- Circulate the agenda and supporting papers seven days in advance of meetings
- Ensure meetings are quorate
- Prepare minutes of Academy Committee meetings, for approval by the Head and Chair
- Circulate the approved minutes to Academy Committee Governors
- Follow-up any agreed action points with those responsible
- Build good working relationships with Governors, Head and other stakeholders

#### **Membership:**

- Monitor Governor terms of office via Governor Hub and ensure any relevant elections are scheduled on the agenda
- Lead the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Support recruitment of Governors, ensuring appropriate election / appointment processes are completed
- Ensure the record of governors' declaration of interests register is kept up to date
- Ensure Disclosure and Barring (DBS) and Section 128 checks have been carried out on all Governors (by the Governance & Compliance Lead)
- Maintain an online record of training undertaken by Governors by ensuring Governors take ownership of updating their Governor Hub profiles

- Maintain Academy Committee meeting attendance records and advise the Chair and Head on potential attendance issues
- Working with the Governance & Compliance Lead, contribute to and assist in the induction of new governors and ensure they have access to appropriate documents

**Manage Information:**

- Maintain up to date online records (Governor Hub) of the names, category of Governors and their term of office, and inform the Governance & Compliance Lead, of any changes to its membership
- Maintain an online record of signed minutes of meetings and supporting documentation
- Ensure copies of school policies and other documentation for the Academy Committee are held and published as agreed, for example, on the school websites

**Provide advice:**

With support from the Governance & Compliance Lead:

- Advise on governance legislation and procedural matters where necessary before, during and after meetings
- Inform the Academy Committee (AC) of any changes to its responsibilities as a result of a change in any relevant legislation and guidance
- Offer advice on best practice
- Ensure that statutory policies are in place and are revised when necessary and in accordance with the GLT policy review schedule
- Advise on the annual calendar of meetings and tasks by following the annual agenda planner

**Personal Development:**

- Undertake appropriate training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting academy governance
- Participate in regular performance management

The Governance Professional may be asked to undertake the following additional duties, which may be paid in addition to the set hours agreed as part of the contract, if additional hours are required:

- Clerk any statutory appeal committees/panels the Academy Committee is required to convene
- Participate in, and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE) and GLT guidance documents as appropriate
- Maintain archive materials
- Prepare briefing papers for the Academy Committee as necessary
- Perform such other tasks as may be determined by Governance & Compliance Lead, and/or Academy Committee from time to time.

## Hours

Academy Committee meetings are held in the evening, at the respective school, starting between 5pm and 6.30pm. Meetings usually last approx. 1.5 hours dependent on the agenda.

The basis of these hours:

1. 6 x AC Meetings per annum
2. Administration and training

## Person specification

- Highly organised
- Strong prioritisation skills
- Ability to manage conflicting deadlines
- Ability to build effective working relationships
- Excellent communication skills (both written and oral)
- Flexibility in approach to work
- Previous clerking / administration experience desired but not essential

If you would like to find out more information, or have any questions, please get in touch with Sarah Rutherford, Governance & Compliance Lead to arrange a time to speak – [sarah.rutherford@grovelearningtrust.co.uk](mailto:sarah.rutherford@grovelearningtrust.co.uk)

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

Peatmoor Community Primary School is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) check before a formal offer is made.

## Person Specification

Qualifications:	Essential	Desirable
<b>Personal and Professional qualities:</b>		
Highly organised	✓	
Strong prioritisation skills	✓	
Ability to manage conflicting deadlines	✓	
Ability to build effective working relationships	✓	
Excellent communication skills (both written and oral)	✓	



Previous clerking / administration experience desired but not essential		✓
Ability to work from instruction but also with initiative	✓	
Ability to approach all aspects of the role with professionalism, credibility and integrity	✓	
Be able to maintain confidentiality at all times and prevent disclosure of confidential and/or sensitive information	✓	
A demonstrable commitment to supporting and promoting safeguarding, welfare, equality and diversity of all employees, pupils and volunteers	✓	

Peatmoor Community Primary School is committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

For further details about safeguarding at Peatmoor, access our school website and click the 'Our School' tab

## Recruitment Process

### Applications

Download an application pack for this position by:

- Accessing My New Term and searching Swindon vacancies for Peatmoor Community Primary School.
- Speaking to a member of our school office

### Websites

<https://www.peatmoor.org.uk>

[www.grovelearningtrust.co.uk](http://www.grovelearningtrust.co.uk)

### Key dates:

**Advert opens: 15.01.2025**

**Advert Closes: 31.01.2025**

**Shortlisting: wk. 03.02.2025**

**Interviews: wk. 10.02.2025**

Candidates who are successful at the shortlisting stage will be notified shortly after the closing date. Candidates who have not heard from us by this point should presume that their application has not been successful on this occasion.

We reserve the right to interview prior to the closing date.

We will seek references for all shortlisted candidates prior to interview and in line with guidance in 'Keeping Children Safe in Education', online checks will also be made of shortlisted candidates.