



**INFORMATION PACK FOR THE POST OF:**

**CLERK TO THE GOVERNING BODY OF CHAILEY SCHOOL**

**OCTOBER 2022**



**Required October 2022**

**Clerk to Governors  
Single Status 7**

**FTE: £22,689 - £23,346 for 52 weeks per year.**

**Actual salary: £1,766.06 - £1,817.20**

**Hours Required: Chailey School – 130 hours per year**

The Governing Body of Chailey School is looking to appoint a Clerk to Governors who is efficient, trustworthy and who has a desire to make a difference to young people's lives.

The successful candidate will work effectively with the Chair of Governors. Candidates will need to have good administrative and IT skills and the ability to communicate with a range of audiences. Extensive training for the role will be provided if required.

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.



## **Information about Chailey School**

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive; our students are happy and proud to be part of the school. Chailey is a school where staff and students can thrive.

We had our last Ofsted visit in January 2022 and we are extremely proud with the feedback that we received. The Ofsted report contained comments such as:

- 'This is a kind school'
- 'Pupils behave well in lessons and around the school'
- 'Welfare and well-being are high priorities'
- 'The curriculum is designed well to meet the needs of all pupils, including the most able'
- 'Low level disruption is not tolerated'
- 'Parents and guardians speak enthusiastically about the school'
- 'This is a happy and harmonious school'

We believe that this is a very strong foundation from which to aspire to achieve excellence in everything we do.

## Job Description

**Job Title:** Clerk to the Governing Body of Chailey School

**Responsible To:** Governing Body, through Chair of Governors and Headteacher

### **Main Purpose of the Job**

- To be accountable to the Governing Body, working effectively with the Chair of Governors, Headteacher and other governors
- To secure the continuity of Governing Body business and observe confidentiality requirements
- To advise on procedural and legislative matters to ensure the Governing Body works within the legal framework

### **Main Functions**

- Keep up to date with current educational developments and legislation affecting school governance, advise the Governing Body at meetings as appropriate and, if necessary, prepare briefing papers for governors
- Ensure that statutory policies are in place and that a copy of policies and other school documents approved by the Governing Body are kept. Maintain a policy review cycle for both schools, advising the Governing Body accordingly to ensure that statutory and non-statutory policies are reviewed, approved and where required adopted at the appropriate time
- Participate in professional development opportunities including the Clerk's Accreditation programme. Attend Clerks' Support & Development meetings and any other training for clerks or governors as necessary
- Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services
- Work effectively with the chair of governors, governing body, headteacher and Governor Services throughout the year to support and advise the governing body in carrying out its duties and responsibilities
- Work effectively with the chair of governors and headteacher to prepare a purposeful and effective agenda for full governing body meetings, which takes into account DfE and Local Authority issues, and is focused on school improvement
- Produce, collate and distribute the agenda and all supporting papers to all members of the governing body so that they are received at least seven clear days in advance of the meeting. Distribution of papers to be done by the methods agreed by the governing body
- Work effectively with the Chairs of Committees to prepare an effective agenda for the relevant committees. Distribute agendas and relevant papers to the appropriate committee members in the agreed manner at least seven days before the scheduled meeting
- Attend full governing body and committee meetings as appropriate and take minutes, indicating who is responsible for agreed action points objectively detailing timescales for actions and obtaining progress reports as required
- Record the attendance of governors at meetings and take appropriate action with regard to absences. Advise the governing body on procedures relating to absence and quorums and legislative and procedural matters, where necessary, before, during and after the meeting.
- Maintain records of names, addresses and category of governing body members and their terms of office and ensure Governor Services is notified of all changes. Inform the governing body and local

authority of any changes to its membership and ensure the correct Instrument of Government is drawn up and agreed by the governing body of each school

- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors
- Maintain a register of governing body pecuniary interests and review this annually
- Administer, or assist with, the elections of parent and staff governors as required and induction programmes for all new governors
- Ensure that Disclosure and Barring Checks have been successfully carried out for all governors
- Apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above
- Undertake any other tasks commensurate with the grading of the post.

*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 the headteacher/principal to undertake work of a similar level that is not specified in the job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade 'C' or equivalent in English and Mathematics</li> <li>• To hold, be working towards or commit to working towards, a BTEC Level 3 Clerk to Governing Bodies award or equivalent</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge or a range of computer applications including Word and Excel</li> <li>• Knowledge of good practice in writing agendas and minutes and organising meetings</li> <li>• Understanding of the requirements of working with confidential information</li> <li>• Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner</li> <li>• Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• A basic knowledge of the work in a school</li> <li>• Knowledge of Governing Body procedures</li> <li>• Knowledge of the law and regulations relating to Governing Bodies and Education</li> <li>• Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher/Principal, the Local Authority and the Department for Education</li> <li>• Knowledge of governor appointment procedures</li> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a range of stake holders including employees, governors, students and parents</li> <li>• Ability to demonstrate developed interpersonal skills and communication skills</li> <li>• Ability to organise own workload and demonstrate initiative</li> <li>• Ability to respond proactively to unexpected problems and situations</li> <li>• Ability to develop efficient record keeping systems</li> <li>• Ability to produce accurate and up-to-date records and reports as required</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Ability to work effectively and supportively as member of a team</li> <li>• Ability to work within and apply all policies, e.g. Behaviour Management, Child Protection, Health and Safety, Equal Opportunities etc.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking a range of clerical and administrative duties, including data input and producing documents to a high standard</li> <li>• Experience of participating in formal meetings</li> <li>• Experience of organising meetings, drawing up agendas and producing accurate minutes</li> <li>• Experience of, or a willingness to learn, a range of computer applications</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training to further knowledge</li> <li>• Ability and willingness to attend meetings at times determined by the Governing Body, including evenings</li> <li>• Ability and willingness to meet with both Chairs of Governors</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Willingness to maintain confidentiality in all matters relating to the Governing Bodies</li> </ul>	



## **The Application and Appointment Arrangements**

We look forward to receiving your application for, which can be found on our website and which should be returned to Serena Rodd at [recruitment@chaileyschool.org](mailto:recruitment@chaileyschool.org) Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is 14<sup>th</sup> October 2022. Short-listing will take place shortly afterwards and interviews will be held on 20<sup>th</sup> October. The selection process will include formal interviews and skills assessment tasks.