

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

Job Application Pack

## Clerk to Governing Body

SO1 (0.2) Plus London weighting

Closing Date: 4 February 2018

Start Date: February 2018 or sooner





# Welcome

Dear Candidate,

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS), a recently opened 11-16 secondary school in Twickenham.

I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016. Our trustees, with the full support of our local community, have brought the school to the stage where it opened in 01 September 2017.

Since opening, through the unwavering commitment of our exceptionally skilled Staff, supportive Governing Body and Parents, we have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. RTS strives to be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to create it.

At RTS we do not compromise on our commitment to ensuring excellent outcomes for all pupils. We believe that through a balanced combination of support, challenge and hard work we can all achieve beyond our expectations.

RTS is a partner of the innovative Richmond Education and Enterprise Campus development of the existing Richmond upon Thames College site and the school will move into its permanent accommodation in summer 2018. Starting with 150 Year 7, our school will grow year by year and the next few years promise to be a very exciting time as we move into our permanent building and later our sports centre.

Starting a school from scratch is an exceptional opportunity that takes commitment, dynamism and a collaborative approach to working together to create something very special. As a founding member of staff, this post will provide a unique blend of challenges and rewards but more so the opportunity to help shape the school from the start. Believe me, there is nothing like it!

We are holding an **Information Event on Wednesday 31 January 2018 from 18:30-19:30** to assist you in deciding if you would like to contribute to the next chapter in our incredible story.

If you would like to arrange an informal, confidential discussion with me before applying, please contact the School Officer by email, [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk).

We look forward to receiving your application and wish you well with the process.

**Kelly Dooley**

Head Teacher - The Richmond upon Thames School

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website [www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

### Information Event

We are holding an Open Evening on **Wednesday 31 January 2018 from 18:30-19:30**. The Richmond upon Thames School, Egerton Road, TW2 7SJ (*SAT NAV: TW2 7SL*). [RSVP here](#).

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact the School Officer by email [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk).

### Supporting Statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions.

We do not accept CVs.

1. How have your experiences to date prepared you for this post?
2. If appointed, how will your personal and professional qualities benefit the staff and students at The Richmond upon Thames School?
3. If appointed, what aspect/s of this post could prove a particular challenge for you?

### Closing Date

Please ensure your application is submitted by **4 February 2018**

### Shortlisting

Due to number of applications received we are unable to provide feedback to candidates who are not invited for interview.

### Interview

Interviews to be confirmed.

### Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Our motto

# Excellence Through Endeavour



## Our school

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and will admit five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose among our students, teachers, parents, and governors, all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged.

The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before- and after-school clubs, holiday activities, sports facilities hire and adult evening classes.





# Our campus and facilities

RTS will be located in a new, purpose built building. Clarendon School's secondary students will be located in new accommodation adjoining RTS's building. A newly built Richmond upon Thames College and the Haymarket tech hub, for up to 20 of their technical staff, will together with the schools, make up the Richmond Education and Enterprise Campus.

Our outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football and a four-court Sports Hall.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



## Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



## Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



## Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



## Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."





# Job advert

## Clerk to the Governing Body

**Start date:** February 2018 or sooner

We are looking to appoint dynamic, committed and enthusiastic staff to join the school as it enters its next phase of development.

The successful candidate will be responsible for preparing agendas in consultation with the Head Teacher, and the Chair of Governors; taking and writing up the minutes at Governors' meetings, and issuing documentation and other information to the Governing Body.

A willingness to work flexible hours is required as the workload is variable. The post will be term time only based on an allocation of 7 hours per week. Hours need to be worked at times convenient to the Governing body and will include early morning and evening meetings.

We are holding an Information Event on Wednesday 31 January 2018 from 18:30-19:30 to assist you in deciding whether you would like to help us write the next chapter in our incredible story. Please sign up to attend via our vacancies page on our website.

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact the School Office by email - [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk).

**Closing date:** 4 February 2018



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

# Job description

<b>Title:</b>	Clerk to the Governing Body
<b>Reporting to:</b>	Governing Body
<b>Line management of:</b>	In line with the job description

## Overall Job Purpose:

- To work effectively with the Chair of Governors, the Head Teacher and all other governors.
- Be responsible for advising on constitutional matters, duties and powers and will work within the broad current legislative framework.
- Secure the continuity of governing board business and observe confidentiality requirements.

## Meetings

The clerk to the governing board will:

- Work effectively with the chair and Head Teacher before the governing board meeting to prepare a purposeful, targeted agenda which takes account of DfE, local authority and Academy School issues and is focused on school priorities and overall school improvement
- Encourage the Head Teacher and others to produce agenda papers on time
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting
- Record the attendance of governors at the meeting and take appropriate action regarding absences, ensure absences with or without apologies are minuted accordingly with approval by the governing board and the information is published on the school website
- Advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting. It would be expected that the clerk would demonstrate sound knowledge and expertise in interpreting, researching and applying the legislation
- Take notes of the governing board meetings to prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions
- Send drafts to the chair and Head Teacher for amendment and approval by the chair
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing board – generally within two weeks of the meeting
- Advise absent governors of the date of the next meeting
- Keep a minute book, or file of signed minutes, as an archive record held at the school
- Liaise with the chair, and Head Teacher prior to the next meeting to receive an update on progress of actions agreed previously by the governing board
- Chair that part of the meeting at which the chair is elected.

## Membership

The clerk to the governing board will:

- Maintain a database of names, addresses and category of governing board members and their term of office
- Initiate a welcome pack and relevant correspondence to be sent to newly appointed governors including details of terms of office
- Maintain copies of current terms of reference and membership of committee and working parties and nominated 'named' governors such as safeguarding, children looked after, SEND

(continued over)

# Job description (continued)

## Membership

The clerk to the governing board will:

- 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 board and DfE of any changes to its membership
- Maintain governor meeting attendance records and advise the governing board of non-attendance of governors
- Maintain a register of governing board pecuniary interests – ensure this is reviewed annually and lodged within the school and on the school website
- Ensure the school administer the Disclosure and Barring Service (DBS) checks for all governors
- Advise the governing board in relation to any constitutional changes when raising new Instruments of Government and Articles of Association
- Be responsible for overseeing and maintaining an annual governing body skills audit
- Be responsible for collating a log of all staff and governors trained in safeguarding.

## Advice and information

The clerk to the governing board will:

- Advise the governing board on procedural matters
- Have access to appropriate legal advice, support and guidance
- Ensure that new governors are aware of the DfE 'Governance Handbook', Academies Financial Handbook and other relevant information
- Advise on the requisite content of the school website
- Ensure information is supplied to the Secretary of State for entry via Get information for Schools and Companies House
- Ensure that all statutory policies are in place, reviewed on an agreed annual basis and in line with DfE guidance that a file is kept in the school of policies and other school documents approved by the governing board
- Maintain records of governing board correspondence
- Inform governors of training events.

## Advice and information

The clerk to the governing board may also:

- Clerk some or all statutory and non-statutory governing board committees
- Assist with the elections of parent and staff governors
- Give advice and support to governors taking on new roles such as chair, vice-chair or chair of a committee participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Update professional and procedural knowledge through attending training sessions and briefings
- Assist in the setting up and organisation of statutory committees when necessary
- Deal with correspondence for the governing board
- Provide minute taking support for non-statutory committees.

## Other

- As a growing school, we anticipate changes to roles and responsibilities.
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition.
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- RTS school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

December 2017

# Person specification

	Essential	Desirable
Qualification and Experience	<ul style="list-style-type: none"><li>• Able to demonstrate a willingness to attend appropriate training and development</li><li>• Have already attended, or willing to attend, the National Training Programme for clerks or its equivalent</li><li>• Hold at least five GCSEs (or equivalent qualification) grade C or above, including mathematics and English</li><li>• Relevant personal and professional development</li><li>• Working in an environment where experiences included taking initiative and having self motivation</li><li>• Working as a member of a team</li></ul>	<ul style="list-style-type: none"><li>• Previous experience as a Clerk (preferably in an educational establishment) or Company Secretary</li><li>• Level 3 Award for Clerks to Governors or equivalent</li></ul>
Knowledge and Skills	<ul style="list-style-type: none"><li>• Ability to organise and produce complex material to high standards and to deadlines</li><li>• Good listening, oral and literacy skills showing an ability to communicate information effectively both verbally and in writing</li><li>• Excellent written and ICT communication skills</li><li>• Excellent time management skills and the ability to work unsupervised</li><li>• Organising meetings, record keeping, information retrieval and dissemination of data and documentation to others</li><li>• Using the Internet to access relevant information, developing and maintaining contacts with outside agencies such as the DfE, Companies House and the Local Authority</li><li>• Meticulous, attention to detail</li></ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"><li>• Governing board procedures</li><li>• Education legislation, guidance and legal requirements</li><li>• Respective roles and responsibilities of the governing board, the Head Teacher, the DfE and the Local Authority</li><li>• Equal opportunities and human rights legislation</li><li>• Data protection legislation</li><li>• Ability to understand and assimilate new information (e.g. legislation, policy etc.) and translate this into procedural advice.</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Be able to maintain confidentiality</li><li>• Have a flexible approach to working hours</li><li>• Ability to form good working relationships with pupils and staff.</li><li>• High standards and expectations.</li><li>• Reliability and integrity.</li><li>• A commitment to safeguarding and promoting of welfare of children issues.</li></ul>	<ul style="list-style-type: none"><li>• A commitment to personal and professional development.</li></ul>
Special requirements	<ul style="list-style-type: none"><li>• Be able to work at times convenient to the governing board, including morning and evening meetings</li><li>• Be able to travel to meetings</li><li>• Be available to be contacted at mutually agreed times</li><li>• Be able to work from home with compatible hardware and software and ensure use of remote internet access, updating antivirus software regularly</li></ul>	



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