



Candidate Brief

Clerk to the Governing Body
April 2018
15-20 hours per week, Term Time Only

£23, 809 - £28, 370 FTE



BLENHEIM HIGH SCHOOL
LONGMEAD ROAD, EPSOM, SURREY, KT19 9BH
www.blenheim.surrey.sch.uk

BACKGROUND INFORMATION

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of approximately 1310 students on roll including 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent and as a result the school is very popular. The intake comprises of students from all areas surrounding the school and ability levels are varied. Candidates should be entirely committed to the comprehensive ideal of education.

The school is under new leadership as of April 2017 and with a virtually new wider leadership team we are putting in place a comprehensive programme of measures to improve the consistency of teaching practices across the school, the quality of assessments and the impact of feedback, so that all students make good or better progress. Our last Ofsted inspection was in January 2017 and we were graded as 'Good' in two categories and 'Requires Improvement' in three, with an overall judgement of 'Requires Improvement'. The ethos of Blenheim High School now revolves around a growth mindset where all members of the school community are actively encouraged to develop the characteristics of constant improvement, being open to new ideas, hard work and resilience.

We converted to Academy status in March 2012 and we have developed many community and primary school links. We are fortunate to have outstanding facilities and we are a well-resourced school. All classrooms are equipped with interactive whiteboards and we work hard to provide a stimulating environment in which students can learn. We have an iPad for Learning Scheme under which all students have access to an iPad, the overwhelming majority having their own personal device. All teaching staff, therefore, need to be willing to engage with new technologies. Visitors to the school constantly remark on the calm, purposeful learning ethos that they observe. We are fortunate for the school to be situated in its own grounds and have grass football and rugby pitches along with gardens around the school. We also have an all-weather pitch.

We typically achieve strong examination results which are well above the national average in many cases. In 2017, our A*-C pass rate was over 59% in 8 different GCSE subject areas. In Art, Drama, History, Leisure and Tourism, Technology (Food, Graphics, Resistant Materials and Textiles) over half of all the grades were A* -B. In our Technical awards we had a 100% pass rate (Pass to Distinction*) in Health and Fitness, Food and Cooking, Construction and ICT. Results in core subjects have remained well above the national average for Blenheim students in 2017 with 69% gaining the new 9-4 GCSE grade in Mathematics and 71% in English, with 26% of the grades being the highest new GCSE grade of 7-9 in English and 16% in Maths. In Science, Biology, Chemistry and Physics, 85% of students secured a C grade and above, with over one third of the results being A*/A. Outcomes in the Sixth Form were also strong with the progress students made being equivalent to the top 15% nationally (Alps 2017). The majority of students secured first choice University places including Durham, UCL, Loughborough, Exeter, and Warwick. 50% of grades achieved at A2 were A*-B in 2017, with 81% at A*-C (School record).

Job Profile



The aim

To ensure high quality and fully compliant governance and administrative services to the Governing Body, working closely with the chair of Governors, Headteacher and other Governors. Providing advice to the Governing Body on constitutional matters, duties and powers working within the broad current and changing legislative framework. Securing the continuity of the Governing Body business and observing confidentiality requirements.

Accountable to:

- The Chair of Governors & Headteacher.

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Accountabilities

Meetings:

- Convene and attend all meetings of the Governing Body and its committees and keep a register of Governor's attendance.
- Work effectively with the Chair of Governors, Chairs of committees and the Headteacher to arrange the timely preparation and presentation of agenda together with the appropriate accompanying papers, to ensure that the Governors are adequately informed of matters for their consideration.
- Ensure meetings are quorate with the appropriate numbers of Governors in attendance.
- Record minutes of committee meetings, obtaining approval and circulation thereof.
- Maintain a signed register of meeting minutes for reference.
- Ensure that all relevant persons are informed of the decisions of the Governing Body and its committees and monitor that those decisions are implemented.
- Set up and make arrangements of any Appeal Committee, Appeal Panel or other statutory or non-statutory Governing Body committee meetings, including undertaking the necessary clerking duties.

Membership

- Maintain a database of names, addresses and category of Governing Body members and their term of office.
- Initiate a welcome pack/letter to be sent to newly appointed governors and ensure provision of appropriate induction and training.
- Maintain Governor meeting attendance records and advise the Chair and relevant Governor of potential disqualification through lack of attendance.
- Advise Governors of expiry of the term of office before the term expires to enable elections or appointments to be made in a timely manner.
- Assist the Headteacher as Returning Officer, in arranging any parent or staff governor elections.
- Inform the Governing Body of any changes to its membership or responsibilities as a result of change in the schools status or changes in the relevant legislation.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors e.g. Safeguarding/Child Protection.
- Maintain the 'Register of Governor's Interests' and ensure it is reviewed at least annually.
- Maintain all other records in accordance with statutory requirements and best practice.

Advice & Information

- Provide advice and guidance to the Governing Body on constitutional matters, duties, posers and procedural matters, ensuring that all requirements laid on the Trust by the Funding Agreement, Articles of Association, the DfE or other bodies are properly observed.
- Act as the first point of contact for Governors with queries on procedural matters.
- Have access to the appropriate legal advice, support and guidance.
- Obtain such information and maintain such contacts both within and outside the Academy as the Governing Body may require.

- Keep all Governors informed of all matters which properly affect them and facilitate communication between the Chair, Governors, the Headteacher and Wider Leadership Team of the Academy.
- Provide support to the Chair of the Main Governing Body and the Chairs of Committees as required in the conduct of their roles.
- Ensure all the statutory policies are in place and all policies are subject to agreed periodic review by the Governing Body and its Committees.
- Maintain the Governor's area in the Schools IT system, enabling them to access minutes, dates of meetings and other relevant information.
- Organise and facilitate an annual self-assessment of the Governing Body's own performance.

Other

- Clerk any statutory appeal/committee/panels the Governing Body are required to convene.
- Assist with the election of parent and staff Governors.
- Undertake appropriate and regular training to maintain professional knowledge base.
- Attend termly briefings and participate in professional development opportunities.
- Keep up to date with current legislation and educational developments affecting school governance.
- Participate in regular performance management.
- Undertake any other such duty relating to the Governing Body and its committees which the Chair of Governors and/or the Chairs of Committees may reasonably require.

Person Specification

- Experience/education/training that clearly demonstrates the knowledge, skills and abilities to perform the scope of job duties of the position.
- Prior experience of working in a similar role within an Academy or Mainstream Secondary school would be highly desirable.
- Demonstrable knowledge of the Governing Body's procedures and respective roles and responsibilities of the Governing Body and the Headteacher, ideally within a secondary education establishment.
- Knowledge of educational legislation, guidance and legal requirements.
- Excellent verbal and written communication skills.
- Excellent organisational, planning and scheduling skills.
- Ability to maintain confidentiality and maintain the integrity of associated documents and papers.
- Ability to remain impartial and provide objective advice and guidance.
- A flexible and adaptable approach, with a willingness to work evenings when required.
- Commitment to the values of a comprehensive education.
- Effective analytical and problem solving skills and the ability to work independently on assigned tasks.
- Excellent interpersonal skills.
- Experience working cooperatively with internal teams and external partners.
- Ability to work independently and be a team player, work professionally with all levels of staff.
- Proficient in using Microsoft Word, Excel, and Outlook.

- Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in work load demand and priorities.

General

- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the Governing Body and Wider Leadership team.
- Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them.



The Application Process

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Emma Matthews, Human Resources, matthewse@blenheim.surrey.sch.uk

Alternatively you may post or hand deliver your application marking for the attention of **Emma Matthews, Human Resources, Blenheim High School, Longmead Road, Epsom, Surrey, KT19 9BH**. The closing date for receipt of applications is **Monday 19th March at 12 noon**.

To find out more about the school or to arrange a tour of the school please contact Mrs Mel Hart, PA to the Headteacher, headteacher@blenheim.surrey.sch.uk

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure. I enclose our policies for your information.

I should remind you that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.