



Clerk of Trustees Applicant Pack

PROUD TO MAKE SUCCESS HAPPEN

Dear Applicant,

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are oversubscribed in all year groups.



We have much to celebrate, including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the sixth form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as **PROUD** students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

Louisa Seymour
Principal

Our School

Uxbridge High School is a vibrant, forward-thinking school that celebrates the academic, social, and emotional growth of each student. We take pride in our diverse, committed student body, supportive staff, and strong relationships with the wider community. As a truly comprehensive and multicultural school, we embody the spirit of modern Britain, valuing every child's unique journey and success.

Uxbridge High School Academy Trust believes in creating an environment that allows employees to be at their best. This is known by the community as our **gold** standard. Our commitment to our people, how we value and treat staff is set in our [People Strategy](#).

The Role

We are seeking a highly organised and proactive **Clerk to the Trustees** to provide essential administrative and governance support to our Board of Trustees. This key role involves offering professional advice on governance, constitutional, and procedural matters; maintaining statutory records in line with legal requirements; and delivering comprehensive administrative support to the Board.

Key responsibilities include:

- Attending and minuting all trustee and committee meetings (including ad hoc appeals panels).
- Arranging meetings, preparing agendas, and distributing relevant documentation.
- Managing trustee correspondence and documentation.
- Maintaining accurate records and submitting statutory returns, including the register of directors to Companies House.

The Board of Trustees meets once per term, and there are two finance committee meetings per academic year.

We are looking for someone with:

- Strong ICT skills and excellent oral and written communication abilities.
- Proven experience organising meetings and drafting clear, concise minutes from complex discussions.
- The ability to manage a varied workload independently, meet competing deadlines, and maintain meticulous attention to detail.

Closing Date: Monday 30th June, midday

Start Date: Immediate

Contract: Permanent, Full Time

Salary: Main/Upper Pay Scale (Outer London Weighting)

How to Apply:

- Completed application form on our [website](#)
- Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

- A strong understanding of confidentiality and discretion when handling sensitive information.
- Flexibility around working hours — most meetings are held in the **evenings**, with occasional in-school meetings during the day.

This is a rewarding opportunity for a committed professional to support the effective governance of our school and contribute to its strategic leadership.



"To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school."

Mariam Razaie – Year 7

UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: CLERK OF TRUSTEES

Responsible to:	The Board of Trustees, through the Chair of Trustees
Salary:	£5000 pa
Hours:	up to 150 hours per annum. Attendance will be required at meetings which are held mostly in the evenings, occasionally during the working day. Admin tasks can be carried out from home at the convenience of the post holder.
Overview of role expectations	
To provide advice to the Board of Trustees on governance, constitutional and procedural matters. To ensure the Board of Trustees is properly constituted. To maintain records for the Trustees in accordance with legal requirements and with any directions which may reasonably be given by the Chair of Trustees. To attend all Trustees and committee meetings as per the annual cycle of meetings. To be responsible for full admin support to the Trustees; dealing with Trustees' mail; arranging and minuting all Trustees' meetings (including ad hoc appeal committees/panels); submitting register of Directors to Companies House.	
Responsibilities and Tasks	
1.	Provide advice to the Board of Trustees: <ul style="list-style-type: none"> ● To act as the first point of contact for Trustees with queries on procedural matters within school government regulations. ● To have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board of Trustees. ● To inform the Board of Trustees of any changes to its responsibilities as a result of a change in the school status or changes to the relevant legislation. ● To ensure that statutory policies are in place, and are revised as necessary, with the assistance of staff. ● To send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice. ● To advise of forthcoming vacancies on the Board of Trustees in advance of the expiry of a Trustees' term of office so that elections or appointments can be organised in a timely manner and where required to seek potential new Trustees to join the Board of Trustees.
2.	The board of Trustees Meetings: <ul style="list-style-type: none"> ● To draw up the agenda for all Trustees and committee meetings in consultation with the Chair, Principal and senior staff, ensuring that they are focused on school improvement, and to circulate to relevant members of the Board of Trustees and others as agreed by the Board of Trustees. ● To arrange all Trustees and committee meetings including distribution of papers and virtual arrangements if required. ● To ensure all meetings are quorate. ● To attend all Trustees and committee meetings and take minutes. To agree the draft minutes with the Chair within two weeks of the meeting and circulate to all those who are entitled to receive them. ● To arrange all hospitality including venue, IT support etc. as required for the Board of Trustees meetings. ● To draw up, publish and maintain the annual calendar of WGB meetings in consultation with the Board of Trustees and school. ● To arrange and attend and minute ad hoc additional committee meetings specifically related to any statutory procedure such as exclusion hearings, admissions appeals, etc.

	<ul style="list-style-type: none"> ● To organise Trustee panels for attendance at special and adhoc hearings, such as student panels and staff HR hearings. ● To maintain records of Trustee attendance at meetings and advise the chair of potential disqualification through lack of attendance.
3.	<p>Other administrative support:</p> <ul style="list-style-type: none"> ● To ensure that action is taken on the minutes of the Board of Trustees and committee meetings in consultation with the Chair. ● To deal promptly with all correspondence and notices and circulate as required in consultation with the Chair. ● To author letters on behalf of the Board of Trustees and Chair as requested by the Chair. ● To ensure that information requested by Board of Trustees is duly supplied in a timely manner. ● To take such action as is necessary to ensure that any vacancies on the Board of Trustees are filled in accordance with the regulations. To liaise with the school to ensure all Trustees are vetted in accordance with safer recruitment guidelines and that a Disclosure and Barring Service check is carried out within deadlines. To ensure that Trustees have an induction. ● To maintain files pertaining to the Board of Trustees matters in accordance with regulations. ● To maintain a register of Trustees pecuniary interests and ensure the record of Trustees' business interests is reviewed regularly and lodged within the school. ● To assist with the elections of parent Trustees.
4.	<p>Managing Information:</p> <ul style="list-style-type: none"> ● To maintain up to date records of the names, addresses and category of the Board of Trustees members and their term of office, and inform the Board of Trustees and any relevant external bodies of any changes to its membership. ● To maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees eg Child Protection, SEN. ● To maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies if appropriate and are published as agreed at meetings. ● To maintain records of the Board of Trustees correspondence. ● To work with the school to ensure copies of statutory policies and other school documents approved by the Board of Trustees are kept in the school and published as agreed, eg on the website. ● To be available to meet with the Chair / Principal at regular intervals in order to aid communication between the school and the Board of Trustees. ● To undertake appropriate and regular training and development to maintain knowledge and improve practice. ● To keep up to date with current educational developments and legislation affecting school governance. ● To manage and publish opportunities for Trustees CPD and to encourage participation. ● To adhere to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. ● To work under the reasonable direction of the Chair to Trustees/ Principal and I and be prepared to carry out any other duties commensurate with the general level of this appointment.
<p>In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager .</p>	
<p>Name of Post Holder: _____ Signature: _____</p>	
<p>Date: _____</p>	

UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: CLERK OF TRUSTEES

Criteria

Qualifications / Education / Training

1. Educated to at least A Level standard or equivalent.
2. An excellent command of written English.
3. Hold a relevant qualification or be prepared to undertake a course.

Experience

4. Proven experience of working in an environment where experiences included taking initiative and self-motivation.
5. Experience of working in an educational setting.
6. Prior experience of being a Clerk to Governors. *

Skills, Knowledge and Abilities

7. ICT, including keyboard skills. Knowledge of Microsoft Word and Outlook. Ability to use the internet to access relevant information.
8. Good listening skills. Ability to apply high level of tact and diplomacy and good interpersonal skills.
9. Ability to organise meetings and co-ordinate people. Ability to write agendas and to record accurate concise minutes of complex meetings.
10. An organised approach to work, with an ability to manage own workload and an ability to work on own initiative to competing deadlines and with good attention to detail.
11. Ability to communicate effectively both orally and in writing at all levels.
12. Ability to maintain records, retrieve information and disseminate the Board of Trustees data / documentation to the Board of Trustees and relevant partners.
13. Ability to understand the importance of confidentiality and sensitivity of information.
14. Ability to establish and maintain effective working relationships at all levels both within and outside the organisation whilst demonstrating a flexible approach.
15. Knowledge of the Board of Trustees procedures.
16. Knowledge of educational legislation, guidance and legal requirements.
17. Knowledge of the respective roles and responsibilities of the Board of Trustees, the Principal, the local authority and the DfE.
18. Knowledge of Data Protection legislation.

Equal Opportunities

19. Commitment to equal opportunities and inclusion.
20. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

21. To be a person of integrity, able to maintain confidentiality and impartiality. To be able to confidently address groups of people and individuals.



22. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
23. To have a flexible approach to working hours, including availability to work in the evenings. To have the ability to work hard with competing deadlines and prioritising appropriately.
24. To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
25. Demonstrate a diligent, “can do” attitude.
26. Energetic and enthusiastic, with a naturally positive outlook.

**Desirable*

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Our Vision

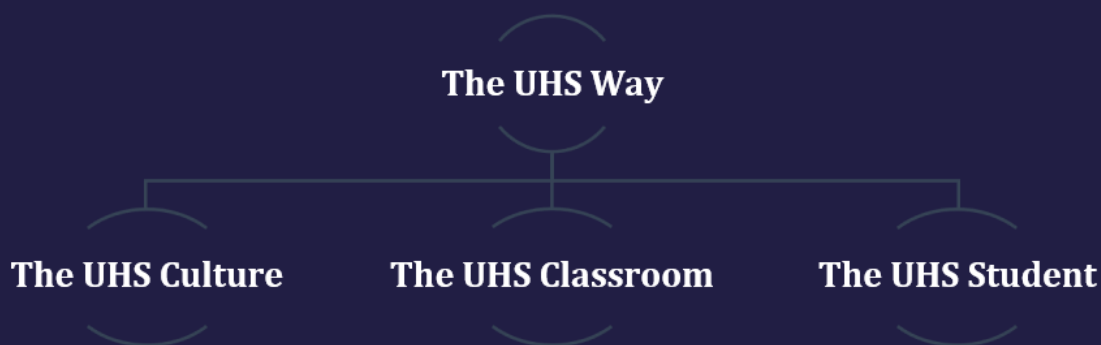
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

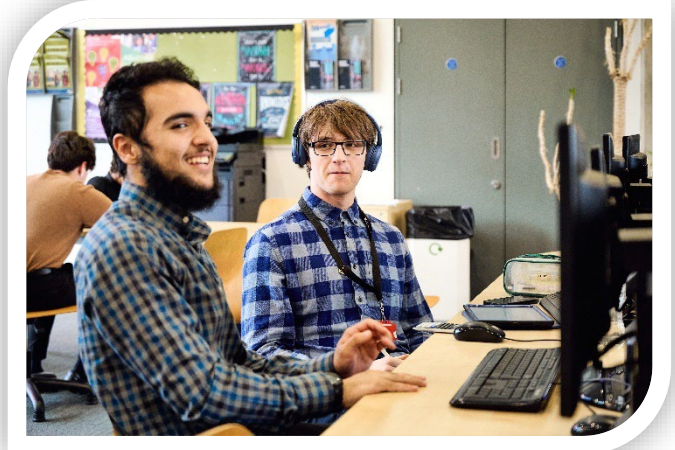
UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.

Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



TESTIMONIALS

Celebrating Our Dedicated Educators



“ From the moment I joined the staff, I felt welcomed and supported by colleagues. Everyone here is committed to fostering a collaborative and inclusive environment, which greatly enhances our ability to provide the best education our students. It's a joy to work in a place where open communication and mutual respect are the norms. ”

Campbell Hurst - Science Curriculum Lead

“ Working at Uxbridge High School is an incredible opportunity because of its supportive and collaborative environment that fosters professional growth. The school's commitment to innovative teaching methods and continuous improvement ensures that both teachers and students thrive. Additionally, the strong sense of community and dedication to student success make Uxbridge High School a truly rewarding place to work. ”

Fatima Latunji Jones - Head of Learning Year 10



“ Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners. ”

Emmy Griffin - English Teacher

FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website www.uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- www.facebook.com/uxbridgehighsch

We also have a LinkedIn page, giving updates and current vacancies:
www.linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.





UXBRIDGE
HIGH SCHOOL