

RUTLISH SCHOOL

Clerk to the Full Governing Body

Contract Type: Permanent

Salary: Top Market Rates

Start Date: September 2023 but Summer term 2023, if possible.



The Full Governing Body of Rutlish School seeks to appoint a highly organised and self-motivated clerk to join this Ofsted 'Outstanding' school. The clerk is accountable to the Full Governing board, working effectively with the Chair of Governors and all governors including the Headteacher.

The clerk ensures the smooth running of the FGB. Duties include: preparing agenda and meeting papers; taking and distributing minutes; providing administrative support; maintaining records and up to date information on policies and reviews; and providing procedural and legislative advice to the governing board. The successful candidate will have excellent organisational, communication and ICT skills.

Our clerk will have an interest in education, be reliable, proactive and discreet. The role requires good listening and interpersonal skills. You should be professional, approachable and able to deal with confidential matters.

All necessary training can be provided, but applicants should be experienced clerks or administrators, with relevant professional skills and knowledge of the education sector including the Ofsted framework and Department of Education policy.

We offer a part-time role, covering six full governing board meetings along with several committee meetings per school year, all held during term time. Meetings are usually held on Monday evenings with a 4pm or 5pm start. Our clerk is also expected to attend relevant training events and briefings, with attendance required at some additional school meetings / hearings. Meetings are blended, held in person or online via an online platform.

This role offers highly flexible working both at home and in school.

Please visit our website for details of our Governing Body [Rutlish School - Governing Body](#)

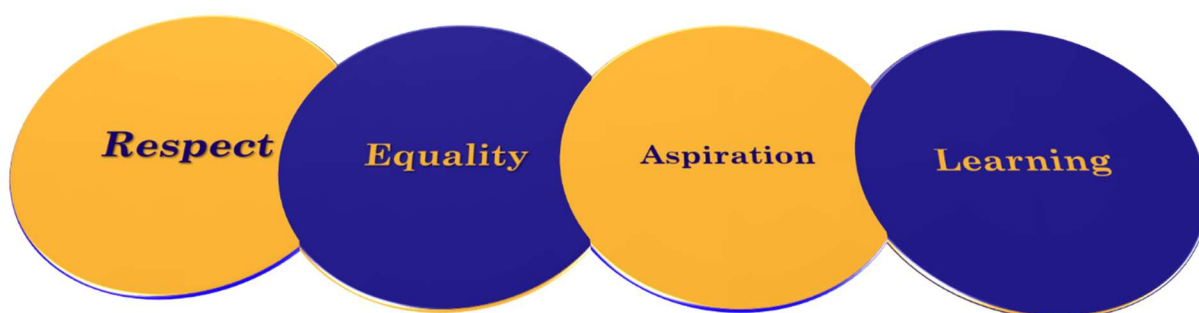
Please reply in confidence with your CV and covering letter to the Chair of Governors of Rutlish School on the following email address: clerktothegoverningboard@outlook.com

Closing Date: 31 March 2023



RUTLISH SCHOOL

Our Vision



Respect	Equality	Aspiration	Learning
To further enhance our long tradition of excellence in personal development, our vision is that every Rutlish pupil will realise their unique potential. Every student will demonstrate exemplary behaviour, respect for themselves, others and the environment.	To strengthen the pride of our sustained history, our multicultural intake and our inclusive philosophy, our vision is that every Rutlish student develops their character. Every student will discover and develop their interests and talents, making a strong contribution to the community and wider society.	To secure our high ambitions for every student, our vision is that every member of Rutlish staff will be an expert in their field, supported by a best practice infrastructure that will underpin their excellent practice.	To continue to improve as a high achieving school, our vision is that Rutlish School delivers academic excellence through a broad and balanced curriculum which is designed to ensure that every student is well equipped to meet the demands of an ever-changing world.

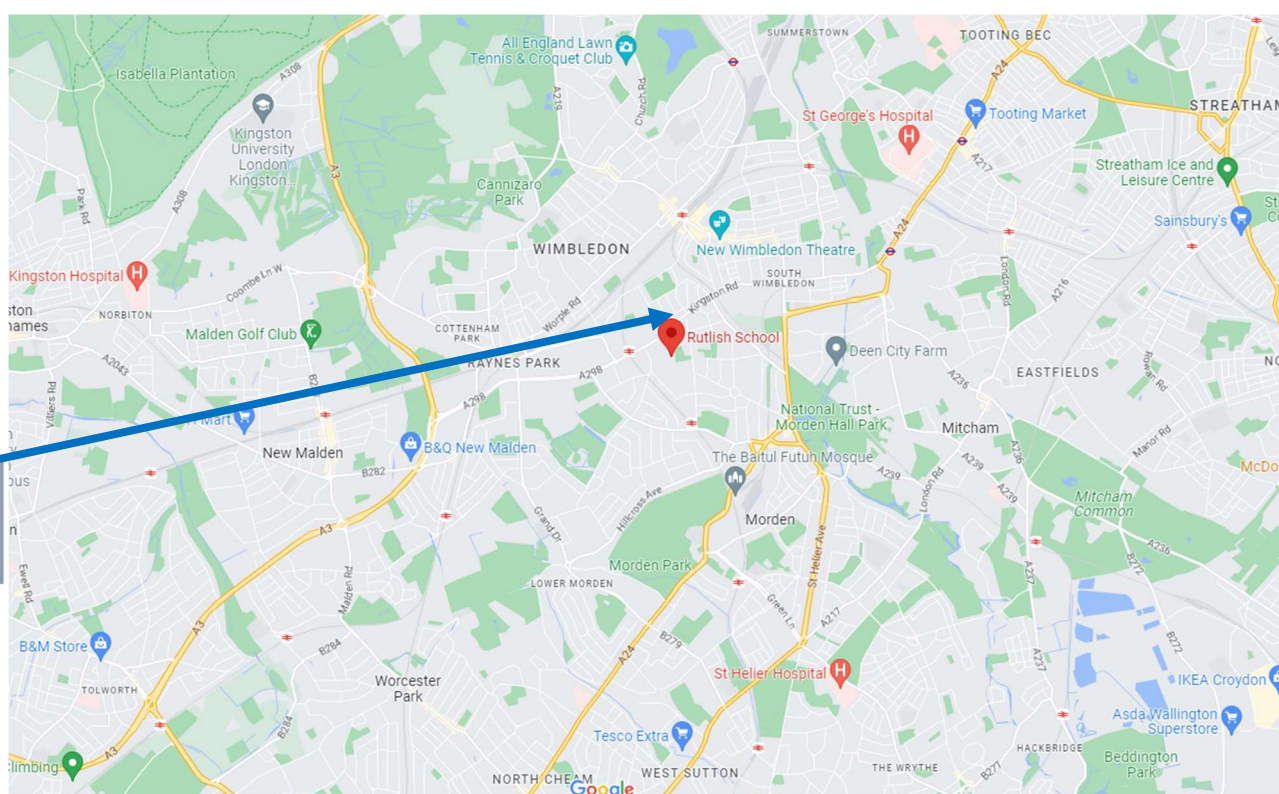
Please visit the school website www.rutlish.merton.sch.uk

GENERAL INFORMATION

Rutlish is an over-subscribed voluntary controlled Comprehensive School in the London Borough of Merton rated “Outstanding” by Ofsted in April 2017 and 2022. It is an 11-19, eight form entry school incorporating a joint Sixth Form (known as RR6) with a local girls’ school, Ricards Lodge High School, with a roll of approximately 1460.

The School was founded in 1895 and is situated in a beautiful conservation area, Merton Park, which is an attractive residential suburb of Wimbledon, adjacent to Raynes Park and Morden. The site is open and spacious with large playing fields and a purpose-built pavilion. The grounds are next to the impressive and renowned John Innes Park.

Rutlish is well served by road and public transport. Many staff live in the outer suburbs as well as in the locality. London Transport tube stations (District and Northern Lines), tram and over-ground stations are within easy walking distance. Local bus services are efficient and there is car parking space for all teaching and support staff within the grounds.



Google Maps

Our student intake is comprehensive with students who are well motivated with strong parental support. Rutlish has a policy of school uniform for all students up to and including Year 11 and a dress code for students in Year 12 and 13.

Rutlish School is an inclusive school which celebrates its diverse student and staff population where every person matters. The Progress Centre housed in the Main building is an area which brings together specialist support for Inclusion, SEND and EAL. It is also where our mentors are based as well as Additional Resourced Provision.

Rutlish is a supportive school which works with a motivated teaching and support staff and students with great potential. We encourage all staff to deliver their best, and provide support to both those new to the profession, with an established NQT induction programme, as well as those seeking advancement in the profession.

The School is recognised as one of the top non-selective state funded boys schools in England.

We are proud of our school and of all our students. We look forward to the future with enthusiasm and optimism.

We have four teaching blocks, with Humanities housed in our Centenary Building, Maths, Science and the Learning Resource Centre housed in our Main Building, with the school hall and separate canteen. The Innes Building contains the Sports Hall, ICT suites, Technology, Art, Music, Drama, English and Modern Foreign Languages. The most recent building is the RR6 Sixth Form Building. All departments have staff areas equipped with computers, photocopiers, telephones and nearby work areas. All classrooms have interactive whiteboards which are equipped with audio.

[Rutlish School - Virtual Tour](#)

The support of parents and former students is a strong feature of the school. [The Old Rutlishians Association](#) has an excellent purpose-built club house with its own large playing fields a short distance from the school. There is a range of extra-curricular activities, including provision for sport, music and the arts. All students are expected to involve themselves in aspects of the enrichment programme which is seen as an integral part of their education at Rutlish.

[The Rutlish Foundation](#) supports the school and local community in a wide variety of ways and is represented on our Governing Body. The School has a small but active Combined Cadet Force Unit.



Please visit our website for further information about the School [Rutlish School - Home](#)

Please read our Safeguarding and Child Protection Policies [Rutlish School - Policies & Procedures](#)

Clerk to Governors Job Description

Maintained Schools, Academies and other Educational establishments

Professional, efficient, flexible and pragmatic.

The clerk will:

1. Provide a full, professional level Clerking service - to include preparation and production of agendas, including liaison as necessary with the Chair, Headteacher and School Business Manager/Bursar. There are 6 Full Governing Body meetings per year (two a term) held on a Monday at five pm lasting no more than two hours. There are approximately six other Mondays per term dedicated to sub committees of the Full Governing Body that focus on Leadership and Management, Quality of Education, Behaviour & Attitudes, Personal Development, RR6 our combined sixth form with Ricards Lodge High School, etc.
 - Production of professional Ofsted-ready minutes complying with the most up to date guidance and best practice, using school improvement language- actions list and proof reading or formatting of documents for the meeting where requested (by arrangement).
 - Attendance of qualified clerk at meetings or remotely. Procedural advice as required ▪ Virtual platform hosting- MS teams, Zoom, Google meet, support for Governors to access.
 - Preparation of draft minutes usually within 3-7 working days of the meeting dependent on complexity, approval and distribution to governors
 - Additional clerking for committees as agreed.
 - Challenge the board if meetings are not conducted in a proper or orderly manner
2. Know the features of effective governance, and the board's governance structure and core functions
3. Support the chair in identifying priorities and upcoming issues when planning meetings
4. Understand the school's culture, values and ethos
5. Have oversight of Governing board membership management, liaison and documents control
 - Oversight, policies management and agenda scheduling
 - Maintaining a register of governors and supply of data for the school website in line with governance legal compliance. 3 changes of GB membership included as standard annually.
 - Annual calendar generation in conjunction with the school to ensure legal date compliance.
 - Understand key national education policies and the local education context in which the board is operating
6. Provide Quality Assurance- Up-to-date knowledge of regulations (NCTL 2016, Best Practice Network Certified NCTL 2017, LDBS 2020) Continuous Professional Development to be undertaken.
Section 48 requirements- matched language used to link to Diocese of Westminster or SIAMs 2018.
 - GDPR compliant processes- including Rutlish365 cloudbased filing, with secure transport, management and secure disposal of all confidential documentation.
 - Professional level minutes – these do not provide a verbatim record of meetings. Minutes are generated to provide sufficient detail to demonstrate the Governing Board's support and challenge to the Headteacher in their role as leader of the school. The quality of minutes will be measured by reference to Ofsted and National Governors' Association Clerking Guidance
 - SSAT Leading Edge (high performing schools) Clerk membership
 - National contact network to scope complex issues requiring further confirmation of legality.

7. Provide advice and guidance

- Provide appropriate information for the board and check the credibility of sources
- Update the board on changes to legal or statutory requirements
- Access third-party guidance on behalf of the board where necessary
- Inform the board about training and development opportunities
- Provide clear, logical and impartial advice to the board
- Clearly explain difficult concepts, including information on the board's legal duties
- Understand the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the board is overstepping its strategic role or is not following the code of conduct

8. Additional Services (chargeable) as agreed

- Clerking of ad-hoc meetings as required e.g. disciplinary hearings, complaints, grievances and appeals
- Provision of model paperwork and advice for parent and staff governor elections.
- Ofsted ready executive package of key school documentation kept up to date meeting by meeting, for instant dispatch on receipt of 'the call'

SAFEGUARDING AND CHILD PROTECTION INFORMATION

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating'.

In essence:

- Safeguarding applies to all children and young people.
- Child protection applies to a group of children who have/are experiencing abuse in their lives.

Safeguarding and child protection is about managing risk.

The governors and staff of Rutlish School fully recognise the contribution they make to safeguarding students and believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, emotional, intellectual, physical and moral development of the individual student in line with "Keeping Children Safe in Education" and "Working Together to Safeguard Children". The ethos at Rutlish is that students should feel secure, their viewpoints are valued and they are encouraged to talk and will be listened to.

The aim of this information is:

- To ensure that all adults within our school who have access to students have been checked as to their suitability.
- To support the student's development in ways that will foster security, confidence and independence. Suitable support and guidance is provided so that students have a range of appropriate adults to whom they can turn if they are worried or in difficulties. These include Heads of Year, Tutors and Progress Centre staff, including: the SENCO, the Head and Deputy Head of Inclusion, the EAL Coordinator, the Safer Schools Officer, non-teaching staff such as LSAs and our Learning Mentors.
- To include curriculum opportunities that equip the students with the skills they need to stay safe from harm and to know to whom they should turn to for help.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide, via the designated safeguarding leads, systematic means of monitoring students known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school that will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies such as Education Welfare, Social Services, CAMHS (Child & Adolescent Mental Health Service), Health and the police.