



Application pack for the post of:

Clerk to Governors

Permanent contract. Part time with flexibility to work remotely.

Closing date: Sunday 24 January 2021

Interviews: Week commencing 1 February 2021

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Clerk to Governors** at Saint Gregory's, starting as soon as possible.

This is a fantastic role over-seeing the administrative functions of our school's governance team, ensuring that the business of the Governing Body is conducted efficiently, effectively and in accordance with the relevant duties and responsibilities. This is a part time post with the flexibility to work remotely, although attendance at evening and after school meetings will be required.

We are looking for a self-motivated, flexible and well-organised administrator to provide an efficient and confidential administrative and clerking service. If you are successful you will be joining an established, successful and highly skilled school team, working alongside our committed and dedicated school governors.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard. At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together as a team, we aim to provide the very best opportunities for all our students and staff. We value each other and the contribution each member of the team brings, making Saint Gregory's a wonderfully vibrant and supportive place to work.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 24 January 2021**. Interviews will be held week commencing Monday 1 February.

If you have any further questions, or would like to discuss the role, please do not hesitate to contact my PA, Mrs Gormley, on 01225 838200 or by email at gormleys@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headteacher

Clerk to Governors

Post: Clerk to Governors
Contract hours: Part time, term time only
(approximately 8 hours per week)
Contract type: Permanent
Salary: Grade 4 SCP 7-8, £20,092-£20,493 full time equivalent
Closing date: Midnight, Sunday 24 January 2021
Interview date: Week commencing Monday 1 February 2021

We are seeking a confident and enthusiastic Administrator looking for a wide ranging, challenging and satisfying part time, flexible career. Applications are especially welcome from well organised and efficient individuals who are able to balance a busy and varied workload over-seeing the administrative functions of our school's governance team, with due regard to legislation and statutory practice guidance.

Hours can be worked remotely and flexibly, as agreed with the Chair of Governors and the school, however, attendance at after school and evening meetings will be required. These meetings are currently held online due to COVID-19 but may be held at school in the future.

Knowledge of the clerking process would be a distinct advantage, however, is not essential, as training can be provided where needed.

The successful candidate should be confident in demonstrating:

- Excellent verbal and written communication skills, maintaining confidentiality at all times
- Excellent IT skills and the ability to use Microsoft Office applications at a professional level, particularly Word and Excel
- A passion for accuracy and attention to detail with excellent organisational skills
- The ability to build and maintain professional working relationships with a wide range of stakeholders and personnel
- A flexible and proactive attitude.

Why you should join Saint Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- Outstanding professional support to help you develop your career
- Flexible working arrangements
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact
- A positive and innovative learning culture where well-being and workload are effectively managed
- Access to the Local Government Pension Scheme

For an open conversation about the role, please contact the Headteacher's PA, Mrs Gormley, by email gormleys@st-gregorys.org.uk to arrange a suitable time.

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by Money Supermarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To ensure that the business of the Governing Body is conducted and clerked efficiently, effectively and in accordance with the relevant duties and responsibilities.
- 1.2 To ensure that business is undertaken within the current legislative framework and will be completely confidential in all their dealings.
- 1.3 To provide effective administrative support to the Governing Body.

2. Key Duties and Responsibilities

2.1 Administration

- 2.1.1 Draw up with the Chair of Governors and Headteacher the agenda for meetings of the Governing Body and its committees.
- 2.1.2 Collate and send out the agenda, reports and relevant documentation at least seven working days before meetings.
- 2.1.3 Attend Governing Body and Committee meetings to record attendance, take notes and prepare draft minutes which will, inter alia, include decisions made and actions to be taken when and by whom.
- 2.1.4 Offer advice on procedure as required.
- 2.1.5 Send draft minutes of the Governing Body and Committee meetings to the Chair and Headteacher for amendment/approval by the Chair.
- 2.1.6 Copy and circulate draft minutes to all governors once approved.
- 2.1.7 Keep a minute book of signed minutes and all relevant papers as the official record of the Governing Body.
- 2.1.8 Advise absent governors of the dates of the next meeting.

2.2 Membership of Governing Body

- 2.2.1 Maintain a database of names, addresses and category of Governing Body members, and their term of office.
- 2.2.2 Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- 2.2.3 Maintain copies of current terms of reference and membership of committees and working parties and nominated governors.
- 2.2.4 Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- 2.2.5 Inform the Governing Body of any changes to its membership.
- 2.2.6 Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
- 2.2.7 Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.

- 2.2.8 Ensure that appropriate DBS disclosures have been successfully carried out on all new appointees and re-appointees in line with school policy.

2.3 Advice and Information

- 2.3.1 Advise the Governing Body on procedural issues.
- 2.3.2 Distribute and maintain records of Governing Body correspondence.
- 2.3.3 Ensure that statutory policies are in place and that a Register of policies is maintained to ensure policies are reviewed at appropriate times.
- 2.3.4 Liaise with the Marketing Manager to ensure the school website is updated with the correct Governor details; the structure of the Governing Body; the latest version of policies and that Ofsted and Governors' secure website areas are up to date.
- 2.3.5 Liaise with the Data Manager to ensure our 'Get Information about Schools' webpage is correct.
- 2.3.6 Ensure that new governors have a copy of The Governance Handbook and other relevant information.

2.4 Other Matters

- 2.4.1 Attend interviews or hearings of the Governing Body and/or its committees.
- 2.4.2 Coordinate Governor attendance and arrangements for Permanent Exclusion meetings.
- 2.4.3 Coordinate all arrangements for consultations relating to Admissions Policy reviews.
- 2.4.4 Maintain Governors' training and skills records.
- 2.4.5 Prepare briefing papers for the Governing Body.
- 2.4.6 Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda meetings of the FGB and Committees.

3. Post Dimensions

- | | | |
|-----|--------------------------|------|
| 3.1 | Number of staff managed: | None |
| 3.2 | Departmental budget: | None |
| 3.3 | Section budget: | None |

4. Supervision Received

- 4.1 The post holder will be directly managed by the Chair of Governors and the Headteacher.

5. Contacts

- 5.1 Close liaison with the Headteacher, members of the Senior Leadership Team and members of the Governing Body.
- 5.2 Appropriate adults and students within the school, Governors, the Local Authority, the Diocese, the DfE and outside agencies as required.

6. Physical Effort and Working Environment

- 3.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.
- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

7. Additional Responsibilities

- 7.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 7.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

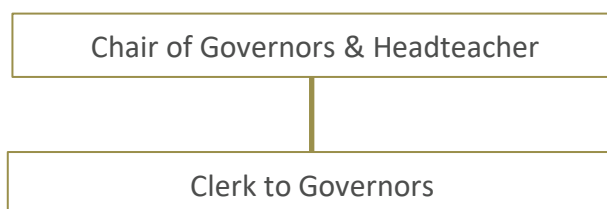
8. Safeguarding

- 8.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

9. Special Notes and Conditions

- 9.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 9.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Safeguarding Lead.
- 9.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.
- 9.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher and Chair of Governors in consultation with the post holder.

10. Organisational Management Chart



Person Specification

Clerk to Governors	Essential	Desirable
Qualifications and professional development		
A minimum of five subjects at GCSE, O Level or equivalent including Maths and English	✓	
Holding, working towards or willing to train for a relevant professional qualification (National Training Programme for Clerks) or equivalent		✓
Professional Specification		
Proven administrative and organisational skills	✓	
Track record of professional success	✓	
Experience of working with outside agencies	✓	
Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel	✓	
Knowledge of educational legislation, guidance and legal requirements		✓
Clear understanding of the principles of Data Protection		✓
An understanding of the respective roles and responsibilities of governing bodies, school management teams, Diocesan teams and the DfE		✓
Experience of working in an educational environment		✓
Previous experience as a Clerk to a Governing Body		✓
Personal Specification		
Understanding of, and support for, the Christian ethos of the school	✓	
Outstanding verbal and written communication skills	✓	
Personable, approachable and courteous at all times	✓	
Commitment to excellence and the ability to lead by example	✓	
The ability to work quickly, accurately and under pressure	✓	
High levels of emotional intelligence and resilience	✓	
Initiative in undertaking tasks, ability to finish tasks and to prioritise workload	✓	
Flexible attitude to work and role when circumstances demand	✓	
Ability to work effectively with others	✓	
Supportive of Catholic (Christian) ethos of school	✓	
Understanding of equalities issues and commitment to working in a non-discriminatory way		✓
Experience of working in church schools		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	

Applications

Closing date: Midnight on Sunday 24 January 2021

Interviews: Week commencing Monday 1 February

Exceptional applicants may be called forward for interview before this date.

Please note that due to the current situation with regard to COVID-19 interviews may have to take place remotely. Full details will be given in the invite to interview letter for shortlisted candidates.

Applicants are asked to submit their application to the HR Department by email to hr@st-gregorys.org.uk.

All of our vacancies are also advertised online at www.TES.com where there is the facility to complete and submit your application online. Please visit our [TES Career Site](#) for further information.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

For an open conversation about the role, please contact Mrs Gormley, Headteacher's PA, by email at gormleys@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



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