Assistant Clerk to the Governing Body

ASAP

Up to 15 hours per week
Flexible working options will be considered
£18,698 - £20,653 FTE
BACKGROUND INFORMATION

Blenheim has been under new leadership since April 2017. The school became Surrey’s most improved secondary school in the 2017-18 academic year and was categorised by Ofsted as ‘good’ in all areas in May 2019.

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 1275 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 surrounding areas. Recruitment of students into Year 7 has increased by 22% since September 2017, as detailed below:

<table>
<thead>
<tr>
<th>Year</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Year 7 Students</td>
<td>188</td>
<td>209</td>
<td>230</td>
</tr>
</tbody>
</table>

Blenheim’s culture revolves around a growth mindset where all members of the school community are expected to value and develop the characteristics of hard work, resilience, innovation and improvement. Since April 2017, there has been significant change to the school’s structures and systems, including:

- New Headteacher
- New Leadership Team compromising one Deputy Headteacher and ten Assistant Headteachers
- New Chair of Governors and a restructured Governing Body
- An extended day for Year 11 and Year 13 students
- A comprehensive Easter revision programme for students in Years 11, 12 and 13
- A three-year Key Stage 4
- A six-period school day compromising of an increased number of double periods
- An alternative pathway for vocational Key Stage 4 learners providing high quality vocational provision
- A Chelsea FC Girls’ Sixth Form Football Academy

In May 2019, Blenheim was characterised as a ‘good’ school following a Section 5 Ofsted inspection. Please [click here](#) to read the Ofsted Report. Ofsted commented that the school now had excellent capacity to continue improving.

Blenheim converted to Academy Status in March 2012 and has developed many community and primary school links. Blenheim is a well–resourced school and is fortunate to have outstanding facilities including large grounds, grass football and rugby pitches and an artificial pitch. The school has a significant capital reserve with complete autonomy to invest. Together with a strong and supportive governing body the school has been able to ‘move quickly’ and invest significantly in several areas, not least in the appointment of high-quality staff and site infrastructure. Our buildings are modern and this summer received an internal £500,000 face lift. Visitors now comment on the calm, purposeful learning environment that pervades.

Blenheim has an iPad for learning scheme under which all students have access to an iPad with the overwhelming majority having their own personal device and, naturally, staff need to be willing to engage with new technologies and to want to develop themselves.
**JOB PROFILE**

The Assistant Clerk will work closely with the Clerk to the Governing Body to provide an overall service to the FGB and its committees, working efficiently and effectively with both the school and the Governors to ensure smooth provision of services.

The main purpose of the Clerking Team is to provide advice to the Governing Body on governance, constitutional and procedural matters and to liaise between the school and the governing body to ensure that all governance matters are managed in an effective and efficient manner. The regulations require all Governing Bodies to have regard to advice from the Clerk in regards to exercising the governing body functions. The Clerking team will:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively and in accordance with legal requirements.

**Accountable to:**
- Finance and Operations Director

**Primary Stakeholders:**
- The Clerk to the Governors, The Chair of Governors, the Governing Body & the Head Teacher.

**Key Responsibilities:**

**Provide advice to the Governing Body**
- Ensure that statutory policies are in place and are revised when necessary, with the assistance of school staff
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents including the agreed code of practice and available training and development
- Contribute to the induction of governors taking on new roles, in particular the chair or chairs of committees (shared responsibility)

**Effective Administration of Meetings**
- With the relevant committee Chair and the Head Teacher support the preparation of a focussed agenda for governing body and committee meetings (shared responsibility)
- Liaise with those preparing papers to make sure they are available on time
- Distribute the agenda and papers as required by legislation or other regulations
- Ensure final (signed) minutes are made available for review as required by legislation and ensuring that closed meeting minutes are appropriately held.
- Follow up agreed action points with those responsible and inform the chair of progress.

**Membership**
- Maintain a register of governor pecuniary interests and ensure the record of governor’s business interests is reviewed regularly and lodged within the school
- Ensure disclosure and Barring (DBS) has been carried out for every governor as required
- Maintain a record of training undertaken by members of the governing body
- Maintain governor meeting attendance records
Manage information
- Maintain up-to-date records of the names, addresses and category of governing body members and their term of office and inform the governing body and any relevant authorities of any changes to its membership
- Maintain copies of the current terms of reference and membership of committees and working parties and link or other nominated governors
- Maintain a record of signed minutes of meetings in school and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example on the website
- Manage and maintain the governor’s area on Foldr and act as administrator to ensure passwords and access are appropriately managed and all documents are filed in a structured timely and simple to find way
- Approve requests for governor training, including external training, as required

Additional Services
- Set up any statutory appeal committees/panels the governing body is required to convene (identify panel members, agree dates within the required timescales, liaise with the school to ensure papers related to appeals are received by the panel in a timely and appropriately secure/confidential manner)
- Assist with the elections of parent and staff governors
- Participate in and contribute to the training of governors in areas appropriate to the clerking role (shared responsibility)
- Maintain a file of relevant DfE and other relevant guidance documents taking advice from the Lead Clerk
- Ensure that memberships of the NGA, the Key for Governors and any other memberships are managed and kept up to date working with the Finance and operations Director to ensure fees are paid as required and in a timely and compliant manner
- Maintain archive materials
- Prepare briefing papers for the governing body as necessary taking advice from or at the request of the Lead Clerk
- Conduct governor skills audits and advise on training requirements and criteria for appointing new governors relevant to vacancies

Personal development
- Undertake appropriate and regular training and development to increase and maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

Safeguarding:
- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.
Person Specification (E is essential D is desirable):

<table>
<thead>
<tr>
<th>Sections</th>
<th>E</th>
<th>D</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Skills and knowledge</td>
<td>Good listening, oral and literacy skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to write clear agendas and take accurate concise minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Competent with IT (word, excel, Foldr etc)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organised and able to work to deadlines</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Structured and organised approach to work</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to influence and negotiate successfully with a range of different people and interpersonal styles</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Document management, information retrieval, effective and timely dissemination of data documents and information to stakeholders</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of governing body procedures</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Development and maintenance of contacts with relevant outside agencies</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Knowledge of educational legislation, guidance and legal requirements</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Understanding of the respective roles and responsibilities of the governing body and the headteacher/school staff</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Knowledge of equal opportunities and human rights legislation</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Knowledge of data protection legislation</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>2 Qualifications and training</td>
<td>Prepared to commit to attending the National Training programme for Clerks or it's equivalent</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Demonstrate a willingness to attend appropriate training and development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Experience and aptitudes</td>
<td>Prepared to work as a member of multiple teams (clerking team, school, governors etc)</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Able to take the initiative and take responsibility for getting things done</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Self-starter/self-motivated</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Flexible and creative problem solver</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Understands the volunteer nature of the governance role and the way this can impact the operation of the governing body and clerking requirements</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Open to trying new and different ways to find solutions and get things done</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>4 Personal Attributes</td>
<td>Integrity</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Able to maintain confidentiality</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Able to remain impartial</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Demonstrates empathy and is sympathetic to the needs of others</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Has great interpersonal skills</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>
| Flexible approach to working hours and styles – prepared to give and take to ensure services are provided effectively
Able to work at times convenient to the Governing body including evening meetings
Willing to be contactable at mutually convenient times |
|---|

**General**

- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the senior leadership team, publicly.
- To challenge school policy, and the senior leadership team, privately.
THE APPLICATION PROCESS

Please complete the school’s application form including a Statement of Application outlining achievements to date and detailing why you are the right person for the role given the candidate brief. Please ensure this is no more than two sides of A4.

Please email your completed application to recruitment@blenheim.surrey.sch.uk. Applications should be received by **12.00pm (noon) on Friday 6 December 2019** and interviews will be shortly afterwards. The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Please be reminded 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.