



## Clerk to Governing Body

<b>Post Title:</b>	Clerk to Governing Body
<b>Job Start Date:</b>	January 2018
<b>Dates:</b>	<b>Monday 12<sup>th</sup> November 2018, 12pm</b>
<b>Salary:</b>	Grade 5: Hourly rate of £11.64 - £13.73
<b>Reporting To:</b>	NST Lead for Governance and Compliance
<b>Location:</b>	Nishkam School West London
<b>Working Hours:</b>	180 hours per annum

### To find out more:

Prospective candidates are invited to visit or call Nishkam School Trust to find out further information before applying. If you wish to arrange a visit, please e-mail [recruitment@nishkamschools.org](mailto:recruitment@nishkamschools.org) or call 0121 348 7665.

### Background

You will be working with a pioneering group, Nishkam School Trust (NST), one of the top performing Multi academy trusts in the UK. NST is a Sikh ethos, multi-faith multi academy trust nurturing pupils of all faiths and beliefs. The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong values-led approach to life. Pupil outcomes are generally in the top quintile across most stages. Progress 8 scores are in the top 3% of the UK. NST currently operates four free schools in the UK.

NST has four free schools and 2 nurseries:

- Nishkam Primary School Birmingham (opened in 2011)
- Nishkam High School Birmingham (opened in 2012)
- Nishkam School West London – an all-through school (opened in September 2013)
- Nishkam Primary School Wolverhampton (joined the Trust in September 2014).

### The Role

The Clerk will report to the NST Lead for Governance and Compliance and be part of a team of Clerks within our Multi-Academy Trust. You will work closely both with the NST Lead for Governance and Compliance and also with the Chair of Governors. It is essential that you are proactive and can manage day to day issues that arise whilst keeping the NST Lead for Governance and Chair fully informed.

The Clerk will provide advisory and administrative support to enable it to meet its duties in an efficient and effective way. Members of the Governing Body are volunteers who work closely with the Senior Leadership Team in the school in a strategic capacity to determine the future direction of the school. Reporting to the Chair of Governors, this key role ensures the effectiveness of the Governing Body.

As Clerk, you will primarily be responsible for preparing agendas; ensuring reports are circulated prior to meetings; advising the Governing Body on procedural matters; taking and writing up the minutes at meetings and providing other administrative support to the Governing Body.

You will have excellent communication and organisational skills, be able to work independently whilst at the same time forming effective relationships with the governors, the Headteacher and other school teams. Knowledge of the education sector is advantageous but not essential because training will be given to ensure a full understanding of procedural matters.

We would be delighted to hear from you if you:

- Are able to work collaboratively and supportively as part of a team and build relevant networks within the Trust and School
- Have good listening, oral, literacy and IT skills
- Are proactive, flexible, self-motivated, able to use your own initiative, organise time effectively and meet deadlines
- Have good administrative and organisational skills in minute taking, record keeping, information management and keeping various partners and governors up to date
- Are able to develop your own knowledge of relevant educational and statutory information • Can operate with integrity, confidentiality and impartiality
- Are open to change and learning, including your own personal professional development

Evening work is required in attending meetings. It is an interesting role and can really add value to the smooth running and effectiveness of the Governing Body. You will work on a flexible basis, so you must be able to organise your own time and work to strict deadlines. There will be approximately three full governors meeting, three finance meetings, three education committees and various Link Governor Meetings to attend (60 hours per term).

#### We will offer you

- a friendly and welcoming team
- hardworking and dedicated colleagues
- a committed and fully involved governing body
- opportunities for professional development

**Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake a DBS disclosure.**

#### **To apply:**

- You would need to kindly complete an application form, available to download from [www.nishkamschool.org/recruitment](http://www.nishkamschool.org/recruitment) or contact the school office on 0121 348 7665.
- Applications to be sent to [recruitment@nishkamschools.org](mailto:recruitment@nishkamschools.org) by **12pm on Monday 12<sup>th</sup> November 2018**
- Interviews **TBC**
- Please contact [recruitment@nishkamschools.org](mailto:recruitment@nishkamschools.org) or call 0121 348 7665 to arrange an informal visit.