



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Clerk to the Governing Body - 5 hours per week

Salary: Single Status Grade 7 £26,539 - £27,196 pa pro rata



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

The Post

We are looking to recruit a Clerk to the Governing Body trained in all aspects of an advisory role who will have the appropriate skills and knowledge to provide an effective professional service to our Governing Body.

There is a requirement for the clerk to be accredited or prepared to undertake accreditation as being able to work at a level equivalent to the BTEC Level 3 Clerks to Governing Bodies award.

The main purpose of this role is to be accountable to the Governing Body, working effectively with the Chair of Governors, Co-chairs, Headteacher and other governors. To secure the continuity of governing body business and observe confidentiality requirements. To advise of procedural and legislative matters to ensure the Governing Body works to the legal framework.

There will be six full governing body meetings next year. These are held at St Catherine's and usually start at 5.15pm. We are hopeful that we can confirm dates and times for meetings at interview stage.

You will need to be flexible and well organized because you will be attending meetings on different days through the week when required. Governors meetings are held outside of the school day. Following the meetings you will be required to provide the necessary administration associated, such as compiling minutes and administering panels.

This is a part time post for five hours per week. Meetings are held at St Catherine's but the administration associated is usually carried out from home. You will need to have access to a computer and the internet.

The Benefits of Working at St Catherine's College Include:

Local Government Pension Scheme

A friendly, supportive and caring staff team

Very well-behaved students who are ambitious, hardworking, resilient, and responsible

Highly visible, supportive senior leaders

Excellent career development opportunities

Subsidised membership to Benenden Private Medical Healthcare

Free flu vaccine

Free parking

Job Description

Post: Clerk to the Governing Body

Grade: Single Status 7 (£26,539 - £27,196 pa pro rata)

Responsible to: Governing Body through Chair of Governors

Main Purpose of the job:

Provide effective administrative support and advice to the local governing body on governance, constitutional and procedural matters. Regulations require local governing bodies to have regard to advice from the clerk in regard to exercising the following local governing body functions:

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

Main Duties and Responsibilities

- Provide effective administration and communication of meetings.
- Agree and communicate meeting dates, times and venues with LGB, academy and DCAT.
- With the chair and headteacher prepare a focused agenda for the local governing body meeting.
- Liaise with those preparing papers to make sure they are available on time, and distribute, either electronically or on paper, the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies—whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting and providing copies of papers and minutes.
- Draft minutes of local governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the local governing body), the Headteacher. Circulate the reviewed draft to all governors (members of the committee), the Headteacher (if not a governor) and other relevant body, e.g. DCAT, as agreed by the local governing body and within the timescale agreed with the local governing body.
- Follow-up any agreed action points with those responsible and inform the chair of progress. Respond swiftly to any email, correspondence or telephone queries.

Provide advice to the local governing body

- Advise the local governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.

- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties to include DCAT on behalf of the local governing body.
- Inform the local governing body of any changes to its responsibilities as a result of a change in academy status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of staff.
- Advise on the annual calendar of local governing body meetings and tasks.

Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.

Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

Membership

- Provide new governors with the appropriate DCAT application forms. Ensure these are forwarded to the DCAT Governance Professional for ratification by the Governor Appointment Panel, on behalf of Trustees.
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school and DCAT.
- Liaise with the Personnel Manager and ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the local governing body.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the local governing body on succession planning (of all roles, not just the chair).

Manage Information

- Maintain up to date records of the names, addresses and category of local governing body members and their term of office, and inform the local governing body and DCAT of any changes to its membership to include resignations.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.

- 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 local governing body correspondence.
- Ensure copies of statutory policies and other school documents approved by the local governing body are kept at the school and published as agreed, for example, on the website. In addition, maintain a file of relevant Department for Education (DfE), DCAT and Church authorities' guidance documents.
- Ensure filing of papers, as required by the school, is kept up to date. This is important for Ofsted and inspections.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- Attend the Clerk to LBS Hub meetings.
- Participate in regular performance management.

Additional Services

- Clerk any statutory appeal committees / panels the local governing body is required to convene.
- Administrate and assist with the elections of parent and staff governors, reporting information to LGB, the school and DCAT.
- Participate in and contribute to the training of governors in areas appropriate to the clerking role.
- Maintain archive materials.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Perform such other tasks as may be determined by the local governing body from time to time.

This list is not exhaustive, and the clerk may be asked to undertake additional duties.

Person Specification

Attributes	Essential	Desirable
Qualifications and training:	<p>English and Maths to Level 2 (GCSE C or 4 grade) or equivalent.</p> <p>NVQ Level 3 or equivalent level experience.</p> <p>Prepared to undertake accreditation for Clerks to Governing Bodies Award</p>	BTEC Level 3 Clerking for Governing Bodies Award or equivalent
Knowledge and Understanding	<p>Knowledge of IT to enable accurate record keeping</p> <p>Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information</p>	<p>Knowledge of education legislation, guidance and legal requirements</p> <p>Knowledge of the respective roles and responsibilities of the chair of Governors, governing body, Headteacher, Local Authority, Church Authority and DfE.</p>
Experience	<p>Experience of working in an administrative capacity at NVQ Level 3 or equivalent.</p> <p>Experience of using IT to undertake a range of administration duties</p> <p>Experience of writing agendas</p> <p>Experience of producing accurate and effective minutes</p> <p>Experience of servicing meetings</p>	Previous experience of working in a school environment
Skills and Abilities	<p>Ability to organise complex material and to understand and assimilate new information</p> <p>Ability to take accurate minutes and maintain efficient record keeping systems</p> <p>Communication, literacy and IT skills</p> <p>Ability to work individually using own initiative</p> <p>Ability to organise time and work to deadlines</p> <p>Ability to work in an organised and methodical manner</p> <p>Ability to act with discretion and confidentiality.</p>	<p>Ability to develop and maintain contacts with outside agencies e.g. DfE</p> <p>Demonstrate a willingness to attend further training and development opportunities</p>

Person Specification continued

Attributes

Essential

Desirable

Personal Qualities:

- Be broadly in sympathy with the aims and ethos of the school
- Ability to demonstrate and maintain integrity, impartiality and confidentiality
- A positive and enthusiastic work ethic
- Willing to work at times convenient to the governing body, including evening meetings
- Willingness to participate in further training and developmental opportunities
- A flexible approach
- Good health and attendance record

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Tuesday 2 July 2024**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

