

Clerk to Governors

Candidate Application Pack



www.stpetershighschool.org.uk

Welcome

Thank you for your interest in the position of **Clerk to Governors** at St Peter's RC High School & Sixth Form Centre.

St Peter's R.C. High School & Sixth Form Centre is a mixed 11 – 18 school with 1500 pupils on roll. The Sixth Form consists of 330 students with KS5 students showing real leadership and progressing to a wide range of destinations, including prestigious universities and sought-after apprenticeships. 20% of our students receive Pupil Premium funding and 27% of our cohort has a special need or disability. We pride ourselves on our pastoral care and have invested in our Student Support Services who provide additional support for students with, for example, mental health issues and therefore frequently liaise with external agencies.

Our Mission

Our mission is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school.

Our main aim is to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe and happy learning environment.

All students receive lessons in religious education and our Catholic identity and spiritual life are reflected in all areas of our school. We join together in prayer three times a day; students participate in services of reconciliation during Lent as well as in liturgies prior to Christmas and Easter. In every key stage, students take part in days of reflection and retreat. The whole school community celebrates Masses in the Autumn term and on the feast of Saints Peter and Paul in June. Our full time Chaplain supports both students and staff, liaises with local clergy, and organises a wide range of activities including Ignite evenings such as the one starring double MOBO award winner Guvna B.

Our charity work demonstrates our willingness to help others outside the school community, whether locally, nationally or internationally. Students and staff participate in a wide range of charitable events and fund-raising activities and support CAFOD in its efforts to relieve poverty in the developing world which also educates our students.

Our **ROCK** award underpins the work of the whole school: through **Respect, Optimism & Kindness** we build a strong **Community**.

Our staff are very important to us and the welfare of teachers and support staff is paramount in our planning. We place wellbeing at the centre of our decision-making so that staff are happy to come to work and feel supported in their role.

I am delighted that you are considering joining us in our mission to develop every student spiritually, morally, socially and academically by fostering their God given talents.

Kevin McDermott
Principal



**With respect, optimism and kindness we, like Peter, follow
in the footsteps of Jesus to build our family community.**



The successful candidate will also benefit from:

- Competitive pension scheme through teacher pensions' or LGPS (including Death in Service benefit)
- The School's commitment to your professional development
- Access to staff after school clubs, including, football & running
- Free access to the Headspace mindfulness app to support your wellbeing
- Family friendly policies
- Free onsite parking
- Sick pay
- Free Flu Jab

Job Description

POST: Clerk to Governors
GRADE/SALARY: Grade 6 (Scale point 15 £29,093pa – Scale point 20 £31,586pa)
Actual salary £5,236pa to £5,685pa
HOURS: 8 hours per week
CONTRACT TYPE: Permanent/Term Time only

REPORTING TO: Chair of Governors

JOB PURPOSE:

To act as the official channel of communication to enable the governing board to function smoothly and efficiently.

MAIN DUTIES:

Meetings

- To work with the Chair of Governing School Board and Principal in setting the Agenda for the Full Governing Board and committee meetings
- To provide supporting paperwork in good time for each meeting
- To agree the version of the minutes with the chair
- To send copies of the minutes to all governing members
- To draft correspondence and ensure that decisions are implemented as agreed at the meeting
- To ensure governor information is updated on the school website
- Liaise with the chair, prior to the next meeting and inform her/him of progress on action points
- Ensure approved copies of the minutes are sent to all relevant bodies (e.g. LA/Diocesan Board)
- Attend regular clerk briefings facilitated by the LA & Diocese
- Oversee the admissions appeals procedure

Terms of Office

- Record attendance of governor members at meetings and to advise any governor in danger of disqualification through non-attendance
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors, e.g. Child-protection

- Inform the Governing Board, School Business Manager and Diocese (if appropriate) of any changes to its membership
- Informing the Company Secretary annually of all governors' terms of office so as to update companies house and the academy's year end accounts
- To deal with correspondence on the appointment of governor members' and where necessary organise a voting ballot
- Advise that a register of Governing Board pecuniary interests is maintained, reviewed annually and lodged within the school;
- Administer the booking of meetings and training courses for governors and maintain a record of training undertaken by members of the Governing Board
- Maintain up to date records of the names, addresses and category of Governing Board members and their term of office;
- To check expiry dates of terms of office
- Liaise with the Chair, Principal, Local Authority, Clifton Diocese, Gloucester Catholic School Partnership, staff and parents
- To inform the Chair of Governors of resignations and appointments, and to ensure that action is taken to fill the vacancies
- Liaise with HR regarding new appointments to ensure DBS checks are completed for any new appointments
- To oversee the appeals procedure
- To deal with correspondence on the appointment of governor members

Administrative

- To advise the Governing Board on law and procedural matters contained in Education Legislation
- To keep up to date with current developments and legislation affecting the governance of schools through attendance at training
- Ensure records are stored and archived accurately in line with GDPR policy and procedures

PROFESSIONAL DEVELOPMENT

- Take responsibility for identifying and undertaking appropriate and regular CPD to maintain own knowledge and improve practice
- Undertake any accredited qualifications relevant to the role and undertake any training where this appropriate
- To take part in the school performance management programme
- On the job training

OTHER

Any other duties commensurate with the grade and level of responsibility of this post, for which the postholder has the necessary experience and/or training

GENERAL INFORMATION

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact upon the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve

Job holders will be expected to be flexible in their duties & carry out any other duties commensurate with the grade & falling within the general scope of the job, as requested by management.

SAFER RECRUITMENT STATEMENT

St Peter's Catholic High School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance

For more information concerning the position please contact KMcDermott@sphs.uk.com

Person Specification

Essential	Desirable
Qualifications	
Minimum of 5 A* to C GCSEs (including English and Maths)	Experience of working in an educational environment
Experience / Knowledge	
Good standard of ICT skills, especially with Microsoft Word	Working with a Governing Board
Producing Agendas and Minutes	Knowledge about Governing Board and associated processes and procedures
	Aware of statutory policy and procedures in an education environment
Abilities / Aptitudes	
Ability to set priorities	
Energetic, enthusiastic and resilient	
Capable of working to deadlines	
Accurate, methodical and proactive approach to work	
To have a flexible approach	
Understand importance of confidentiality	
Excellent communication skills (written, verbal and telephone)	
Ability to work with limited supervision, show initiative and be able to problem solve	
Excellent organisational/administrative skills	
Willingness and aptitude to work independently and as part of a team	
Conduct effective working relationships	
Enthusiasm and commitment to aims/objectives of the school	

Recruitment process:

If you consider St Peter's R.C. High School to be the right school for you, we would very much welcome your application.

Please send your completed **Application Form and supporting Statement via Eteach.**

We look forward to hearing from you.

Telephone: 01452 520594

Email: recruitment@sphs.uk.com

Start Date: ASAP

Interview date:

TBC

Visiting the school:

You are very welcome to visit the school. Please contact HR recruitment@sphs.uk.com to arrange an appointment.

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