



# DARTFORD GRAMMAR SCHOOL

A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

## GOVERNANCE PROFESSIONAL/CLERK TO THE GOVERNING BODY

**4 hours per week to include approximately 20 hours clerking 10 meetings throughout the year**

**Term Time Only (39 weeks) + 5 INSET Days (pro rata)**

**Salary: £30,485 (fte)/£3,045 (pro rata) per annum**

The Governing Body (of 18 and 3 associate governors) seeks a professional to provide an efficient, helpful service enabling it to fulfil its duties effectively.

The successful candidate will be largely based in the school administration office (with some opportunity to work flexibly), and work with the Chair of the Governing Body and of the sub-committees and with the Head to:

- prepare the agenda for and take minutes at each meeting (10 throughout the year), publishing them to governors.
- ensure that briefing papers are completed in time for circulation well before meetings.
- advise the governing body on procedural issues and the background to agenda items.
- ensure meeting rooms are booked, video calls arranged, as required, and refreshments provided.
- complete a regular skills audit of governors, recruiting appropriate new governors and contributing to their induction.
- arrange and document training of governors and their visits to the school.
- maintain accurate records of meetings, attendance and membership, business interests of governors, including noting updates on the DfE websites and preparing governance files for an Ofsted inspection.
- complete such other tasks as may be determined by the Chair of the Governing Body or the Head.

The successful candidate will:

- maintain confidentiality and uphold public trust in Dartford Grammar School and the education profession, keeping high standards of ethics and behaviour.
- have considerable interest in education and wish to work as part of a collaborative team to ensure the school's effective governance, developing effective professional relationships.
- be able to communicate effectively and efficiently orally and in writing, with fine note-taking, minute-taking and appropriate ICT skills. Minutes should capture support and challenge, as appropriate and record agreed actions.
- demonstrate very good skills of organisation and work to tight deadlines.
- respect individual differences and cultural diversity, showing highly-developed qualities of tact and discretion.
- maintain an up-to-date knowledge of educational matters, building on personal skills, and reflecting on and learning from practice and experience.
- take part in an annual appraisal process.

The current Governance Professional to the Governing Body and the Head's PA are available to ensure a smooth handover.

What we can offer you:

- a dynamic and supportive working environment within a friendly team
- a well-established induction programme
- opportunities for professional development
- vast benefits package

For further details and an application form, please contact the HR Manager, Mrs M Bexley:  
Telephone: 01322 223039 Ext 146; Fax: 01322 291426; Email: [mbexley@dartfordgrammarschool.org.uk](mailto:mbexley@dartfordgrammarschool.org.uk)  
Please apply by letter with a completed application form to the Chair of Governing Body, Mr R Tibbott, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW.

Start date: ASAP

**Closing date: Friday 20<sup>th</sup> February 2023**

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,515, including 598 in the sixth form.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*



Dartford Grammar School : a company limited by guarantee

Registered in England : Company Number : 7406122

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