**Clerk to Local Governing Body**

**Fordcombe Church of England Primary School**

**Candidate Pack**







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**Introduction**

Dear Colleague

Thank you for your interest in the post of Clerk to Local Governing Body.

We are seeking a governance professional and self-motivated person with excellent administrative and inter-personal skills to work as our Clerk to Governors.

As a key member of the governance function, this role supports the Board of Governors with effective administration and organisation, preparing meeting agendas, taking minutes, advising on procedural matters and keeping accurate records. Ideally suiting a candidate with prior experience of supporting school governance, the role affords flexible working, with a mix of remote and on site working, to fit around the existing Governor/Committee meeting timetable (which will include some evening meetings).

**Salary and benefits**

* Opportunity to play a vital and worthwhile role in helping us in our mission to achieve better outcomes for children and young people across the area
* Working as a valued member of a reputable and supportive team, for an organisation which respects its staff and has a strong Christian ethos
* Working across Trust schools, with flexibility to work from home
* 2.5 hours per week – term time only
* 26 days annual leave plus Bank Holidays, rising to 28 days pro-rata after 5 years’ service
* An attractive salary package which reflects the scale and demands of the role
* Membership of the Local Government Pension Scheme and KentRewards scheme
* Access to continuing professional development
* Relevant professional fees reimbursed

I hope that, having read the description of the role in this pack, you would like either to contact us for a further discussion or to submit an application. We very much look forward to hearing from you.

Yours faithfully

Sir Ian Bauckham CBE  
CEO

**About the Trust**

Tenax is a Church of England academy trust located in West Kent and East Sussex, and currently comprises 7 primary schools (one of which is a free school and one is a school with no faith designation) alongside a large secondary school, Bennett Memorial. It is led by Sir Ian Bauckham CBE, who also holds a number of national roles in education.

The Trust also runs School Centred Initial Teacher Training (SCITT), and Bennett is designated as the Teaching School Hub for both East and West Kent.

Tenax aims to achieve excellence for all through outstanding leadership and this is complemented by an emphasis on creating schools with a strong and distinctive ethos and culture. We value diversity and the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

* We believe in the value and potential of every child and young person.
* We are committed to high standards of achievement and embrace a positive mindset that insists all students can make exceptional progress.
* We provide a rich curriculum designed to prepare pupils for future learning as they grow in knowledge and confidence.
* We invest in the expertise of our teachers by providing best in class professional development for all. We value our support staff and offer competitive employment packages for all. We aim to be an employer of choice.
* We focus on giving our pupils the richest personal development possible, so that they grow in character and acquire strong values to stand them in good stead in adult life.
* The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

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The name ‘Tenax’ is the Latin word for ‘tenacious’ or ‘steadfast’. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

For more detailed information please see our website at [www.tenaxschoolstrust.co.uk](http://www.tenaxschoolstrust.co.uk) .

**Role Description**

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| --- | --- |
| **Job Title:**  **Reports to:** | Clerk to Local Governing Body, Fordcombe Church of England Primary School  Governance & Compliance Officer |
| **Grade:** | Tenax Support Staff KR5 £11.77ph - £12.08ph depending upon experience |
| **Working Time:** | 2.5 hours per week (flexible), 38 weeks per year (term-time only). To be worked in line with planned meetings and the demands and priorities of the Local Governing Body. |
| **Place of Work:** | Fordcombe Church of England Primary School, Tunbridge Wells  Some work can be undertaken flexibly from home. |

**Purpose of Role:**

To ensure the efficient and effective functioning of the school’s Local Governing Body (LGB) by providing administrative and organisational support and guidance to ensure that the LGB works in compliance with the appropriate legal and Trust framework, processes and procedures of governance.

**Summary of Key Responsibilities:**

1. Facilitate the smooth operation of the LGB’s decision making and reporting -
   1. Ensuring LGB meetings are efficiently and effectively organised
   2. Maintaining and monitoring the annual calendar for meetings and Governors’ workflow
   3. Convening and supporting all meetings of the LGB (typically 3 per year, during school hours at Fordcombe school) and any panel hearings or additional meetings where required
   4. Formulating meeting agendas in consultation with Chair of Governors (Chair) and Headteacher and organisation of papers for the meeting
   5. Collecting, organising and distributing such information, documents or other papers for meetings in a timely manner
   6. Ensuring that all meetings are minuted effectively and that minute records are maintained and that action is taken on matters arising
   7. Communicating decisions to those required to implement them and reporting back as required
   8. Working effectively with the Chair, ensuring the meetings are purposeful and in line with the delegated responsibilities of the LGB and in accordance with the Tenax governance plan and standard reporting requirements
2. Issue appointment letters and supporting paperwork to Governors. Liaise with the Governance & Compliance Officer on all resignations and appointments to ensure membership is in accordance with legal and Trust requirements
3. Maintain a database of names, addresses and category of LGB members and their terms of office and attendance at meetings to ensure that all systems are properly administered
4. Maintain all relevant and regulatory registers and statutory filing, including business interests, and the relevant governance pages on school’s website
5. Receive correspondence on behalf of the LGB, raising matters which may require attention of the Chair of Governors or LGB and dealing with any correspondence timely and appropriately. Produce correspondence on behalf of the LGB as directed
6. Ensure that current and approved policies are in place and in line with Tenax’s policy and governance arrangements and where applicable published on the school website.
7. Maintain good general relations with relevant stakeholders
8. Promote professional development and facilitate proper induction and training of Governors
9. Perform any other reasonable task as directed by the Governance & Compliance Officer, Chair of Governors, Headteacher or Trust’s Company Secretary to ensure effective school governance.

**Continuing Professional Development:**

* Undertake appropriate and regular training and development to maintain knowledge and improve practice
* Keep up-to-date with current educational developments and legislation affecting academy governance

**Person Specification:**

* Excellent administrative and organisational skills
* High standard of written and verbal communication skills
* Capability to work effectively independently and supportively as a member of a team.
* The ability to operate from an impartial position on matters and uphold confidentiality and integrity
* Aptitude to build positive relationships with a diverse range of staff and governors
* Ability to work to tight deadlines
* Positive attitude and a flexible “can-do” approach
* Ability to investigate queries and anomalies when required
* Be able to work at times which are convenient to the LGB, including attendance at evening meetings

Fordcombe Primary School is part of the Tenax Schools Trust. We are:

**Committed to safeguarding** and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.

**Committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all students in our communities.** If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality.

**Committed to ensuring that all applicants can participate fully and with equal access to the selection process.** Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the HR team to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Application Process**

**Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.**

**Applications** Please send your completed application form to Emma Ivory, HR Officer at Tenax Schools Trust – [HR@tenaxschoolstrust.co.uk](mailto:HR@tenaxschoolstrust.co.uk) Please refer to the guidance notes for applicants. . Our adverts do sometimes close early – even where there’s a published deadline – and so if you’re keen, please apply as soon as practically possible.

# Shortlisted candidates

Short listing will take place following the closing date, after which the shortlisted candidates will be contacted. This will include a letter outlining the interview process**.**

# Offer of Employment

The successful candidate will be contacted by phone on or before week of 30th January and an offer of employment made subject to the satisfactory completion of all pre-employment checks.

**Guidance Notes for Applicants**

**Accessibility**

Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage. Please contact Emma Ivory, Human Resources Officer at [HR@tenaxschoolstrust.co.uk](mailto:HR@tenaxschoolstrust.co.uk) regarding such needs.

# Application Form

# It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates’ experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Your personal statement should be not more than two sides of A4.

# Referees

# We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees. We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present post for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

# Qualifications

You may be required to provide documentary evidence of your relevant qualifications (excluding GCSE, O and A levels) at your interview.

The Trust will ask to see the original certificate, and copies will be taken for your application.

# Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust’s Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

# Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

* a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK
* a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Please note that applicants who use documents from a state which is part to the European Economic Agreement must apply to the EU Settled Status Scheme, and any appointment would be subject to Settled Status being granted. More information is available from <https://www.gov.uk/eusettledstatus>