



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Governance Professional



WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

Further details of the school, including breakdown of performance figures, can be accessed through: www.hillview.kent.sch.uk

Applicants are warmly invited to visit the school before applying.



**THE 2ND
HIGHEST
PERFORMING
NON-
GRAMMAR
SCHOOL IN
KENT**

JOB DESCRIPTION

Job Title: Governance Professional

Location: Tonbridge, Kent

Duration: Part time

**Part time with an average of 6 hours per week
Full time equivalent starting salary £27,290
(actual pro rata salary £3,748 gross per annum)
Hillview Range 7 Points 14-18**

To provide effective and efficient support to the Chair of the Trustees, sub-committees and Headteacher.
Responsibilities:

- To prepare the agenda for and take minutes at each meeting, publishing them to Trustees.
- To ensure that briefing papers are completed in time for circulation well before meetings.
- To advise the Trustees on procedural issues and the background to agenda items.
- To ensure meeting rooms are booked and video calls arranged as required.
- To complete a regular skills audit of Trustees, recruiting appropriate new Trustees and contributing to their induction.
- To arrange and document training of Trustees and their visits to the school.
- To maintain accurate records of meetings, attendance and membership, business interests of Trustees, including noting updates on the DfE websites and preparing governance files for Ofsted inspection.
- To maintain confidentiality and uphold public trust in Hillview School for Girls and the education profession, keeping high standards of ethics and behaviour.
- At least two months before the term of office of an appointed member is due to end, give notice of that fact to the person or persons entitled to appoint to that office. Where a vacancy for an appointed member of the Trustees arises, to give notice of that fact to the person or persons entitled to appoint a person to that office (within 14 days).
- To liaise with the Chair and Chairs of Committees to ensure that decisions are reviewed as appropriate and that items are part of agendas at the appropriate time in the year.
- To complete such other tasks as may be determined by the Chair of the Trustees or the Headteacher.
- To prepare the annual programme of meetings for consideration by the Trustees in their final cycle of meetings in the Summer Term.

Provide advice to the Governing Body

- Advise the Trustees on any governance and legislative requirements and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Trustees with queries on procedural and governance matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trustees.
- Inform the Trustees of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Offer advice on best practice in governance, including on committee structures and self -evaluation
- Send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- Contribute to the induction of Trustees taking on new roles, in particular Chair of Trustees or Chair of a committee.
- Advise the Trustees on succession planning of all Trustee roles.
- In addition, as Company Secretary, you will maintain accurate records at Companies House and ensure that the Trust fulfils its duties.
- You will maintain a good working knowledge of all legislation, regulation or guidance as may be published pertaining to governance by the DfE, Charities Commission, Companies House or other bodies as necessary.

Training and Development

- To 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.
- To 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.
- To demonstrate very good skills of organisation and time-management.
- To respect individual differences and cultural diversity, showing highly-developed qualities of tact and discretion.
- To maintain an up-to-date knowledge of educational matters, building on personal skills, and reflecting on and learning from practice and experience.



THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

dennetta@hillview.kent.sch.uk

Closing date for applications: Friday 14 June 2024

Interview date: To be confirmed



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION
INNOVATION
INDEPENDENCE
INCLUSIVITY





CONTACT US

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