**Stone Bay School**







**Vision and Values**

Our school vision is to provide an ***outstanding, nurturing, learning environment,*** where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

***“Getting it right for every pupil”***

At Stone Bay we focus on ***Evolving Excellence*** in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting ***Trust*** with all our stakeholders, ***Empowering*** each other to learn and grow. By adhering to policies and clear processes we ensure ***Fairness*** and transparency in our decision making and actions, whilst ensuring we are ***Collaborating*** with others and always looking for ways to help each other to deliver excellence for our pupils.

**Rights Respecting Schools**

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK to schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

**Staff wellbeing**

The Leadership Team and the Governing Board of Stone Bay School are committed to

promoting positive mental, physical and emotional wellbeing and to providing suitable

support for all staff. Taking action to prevent ill health and promote good health makes good

educational and business sense, as sickness absence carries high costs both in monetary

terms and in terms of the impact upon performance, teaching and learning, morale and

productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

**Job Description**

| **Post:** | Clerk to Governors |
| --- | --- |
| **Salary:** | Kent Range KS D (£26,393 - £27,713 FTE) |
| **Hours:** | 143 Hrs Per Annum – Flexible around meetings |
| **Responsible to:** | Chair of Governors & Headteacher |

**Pay Scale KR KSD:** Staff who are new to the organisation will be appointed at the bottom of the grade unless there are exceptional circumstances based on business need in conjunction with the breadth and depth of skills and experience offered by the candidate.

**Main purpose of role:**

To provide administrative and procedural support to the Governing Body of Stone Bay School, working closely with the Chair of Governors and Headteacher ensuring the effectiveness of governance, compliance with statutory requirements, and efficient conduct of meetings.

**Key Responsibilities:**

**Governance Administration:**

* Prepare and distribute agendas and associated documents for Governing Body and committee meetings in consultation with the Chair and Headteacher to ensure the meetings are purposeful.
* Maintain attendance records and receive apologies for Governing Body meetings. Attend and take accurate minutes of meetings to ensure a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
* Minute hearings and appeals conducted by the Governing Body Committees panels, distribute and produce notes promptly to attendees to ensure an accurate record is maintained of evidence on which important decisions are made.
* Receive correspondence on behalf of the Governing Body and ensure appropriate action is taken, producing correspondence on behalf of the Governing Body as directed, to ensure that the meetings and business of the board is property administered.

**Advisory and Procedural Guidance:**

* Advise the Governing Body on governance regulations, procedures, and changes to legislation.
* Ensure that the Governing Body operates within its legal framework and that statutory duties are met.
* Keep up to date with current educational legislation, guidance, and governance best practice.

**Record Keeping and Communication:**

* Maintain records of membership, attendance, terms of office, committee structure, declarations of interest, KCSIE.
* Support the appointment and induction process for new governors including a welcome pack to be sent to newly appointed Governors including details of their terms of office.
* In conjunction with the governor lead for governors training, ensure training is current and relevant. Maintain a governors skill matrix.
* Ensure all governance-related policies and documents are up to date and published as required, e.g. on the school’s website.
* Ensure information on Governor Hub is current.

**Confidentiality and Professionalism:**

* Handle confidential information sensitively and maintain discretion at all times.
* Liaise professionally with governors, the Headteacher, school staff, and external stakeholders such as the Local Authority or Trust (if applicable).

**Person Specification:**

**Essential:**

* Excellent listening, written and verbal communication skills.
* Experience of organising meetings, writing agendas and accurate concise minutes.
* Strong administrative and organisational abilities.
* Knowledge or willingness to learn about school governance and education policy.
* Ability to work independently, manage time, and meet deadlines.

**Desirable:**

* Experience of minute-taking and meeting administration.
* Familiarity with governance tools such as *GovernorHub*, *The Key for School Governors*, or similar.
* Previous experience working in a school or public sector setting.

**Additional Information:**

* The Clerk must be available to attend meetings and work flexibly around the school’s governance schedule.
* Training and professional development will be provided, including opportunities for accredited Clerk training.
* The school allocates 5 days per year for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training.
* These duties may be varied to meet the changing demands of the Governing Board and school and these duties may therefore be changed at the discretion of the Chair of Governors and Headteacher following consultation with you.

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.