



Job Pack

Clerk to Trust Board

To start ASAP

Kent Range 7

15 hours per week (on average)

Term Time Only – hours to fit in with meetings and requirements, which will include some evenings



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1800 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 cohort.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The role will report to the Chair of Trustees, however will involve working closely with the Headteacher, the PA to the Headteacher and other senior members of the support team.

The Post

Job Title:	Clerk to the Trustee Board	Reports to:	Chair of Trustees
Team:	Trustees	Start date:	ASAP
Grade:	Kent Range 7	Hours:	15 hours per week (average) To fit with Trustee meetings and requirements

Please note, the 15 hours per week during term time is averaged out over the year. The successful candidate will be expected to keep a record of their hours and submit a timesheet monthly. The successful candidate will need to be able to work flexibly and be available for all Trustee meetings. There are approximately 20 meetings per year which take place at various times including approximately 6 evening meetings per year.

We will also provide mentor support and structured training to assist with any identified skills gaps.

Purpose

Provide advice and guidance to the Trust Board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the Trust Board and its committees by providing:

- Administrative and organisational support;
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- Advice on procedural matters relating to the operation of the board.

Specific Duties and Responsibilities:

The Clerk to the Trust Board will:

Act as Company Secretary (where agreed)

1. Provide advice to the Trust Board
 - Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance.
 - Advise the Trust Board on governance legislation and procedural matters where necessary before, during and after meetings.
 - Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board;
 - Inform the Trust Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.

- Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook).
- Offer advice on best practice in governance, including on committee structures both at board and academy level.
- Advise the Trust Board on best practice in relation to its scheme of delegation for governance.
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Advise on the annual calendar of Trust Board meetings and tasks.
- 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 the board or Chair of a committee.
- Identifies priorities, anticipates issues which may arise and draws these matters to the Chair's attention and proposes recommendations.

2. Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for the Trust Board meeting and committee meeting.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association.
- Ensure meetings are quorate.
- Record the attendance of trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting.
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Trust Board), the Headteacher.
- Circulate the reviewed draft to all trustees/members of the committee and other relevant board, such as the local authority/diocese/foundation/trust as agreed by the Trust Board and within the timescale agreed with the Trust Board.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

3. Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix.
- Advise the Trust Board on the DfE's recommendations and guidance in relation to members and trustees.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so.
- Maintain a record of training undertaken by members of the Trust Board; and
- Maintain trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

- Advise the Trust Board on succession planning (of all roles, not just the Chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of Trust Board members and their term of office, and inform the Trust Board and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated trustees e.g. SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of Trust Board correspondence.
- Ensure copies of statutory policies and other school documents approved by the Trust Board are kept in the school and published as agreed, for example, on the website.
- Ensure those clerking at academy level maintain appropriate records.
- Manage the flow of information from Trust Board to local academy committees and vice versa.

5. People and relationships

- Develop and maintain effective professional working relationships with the Chair, the board and executive leaders.
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

6. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management

7. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust Board is required to convene: Maintain a file of relevant Department for Education (DfE) and local authority guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Trust Board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the Trust Board or Headteacher from time to time.

About You (Person Specification)

Training will be offered to support with any areas of identified skill gaps

	Essential	Desirable
Qualifications		
Educated to A level or equivalent	✓	
Successfully completed the National Training Programme for Clerks to Governing Bodies or its equivalent or willing to work towards this		✓
Experience		
Experience of organising meetings, writing agendas and taking accurate, concise minutes	✓	
Experience of providing excellent administrative support	✓	
Experience as a Clerk to Governors or Trustees		✓
Skills & Knowledge		
Excellent written English	✓	
Knowledge of educational legislation, guidance and legal requirements	✓	
Effective and accurate communication skills - orally and in writing	✓	
Strong ICT, numeracy and literacy skills	✓	
Ability to work on own initiative with good time management skills. Must be able to work to deadlines	✓	
Good record keeping, information retrieval and dissemination of Trustee data/documentation to the Trustees and relevant partners	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Personal Attributes		
Able to work flexibly and attend evening meetings	✓	
Ability to inspire, challenge and motivate with a desire to succeed	✓	
Positivity, energy, enthusiasm and perseverance	✓	
Reliability and integrity with good interpersonal skills	✓	
Professional appearance and manner	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
An excellent record of attendance during the last three years	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 7: £22,581 - £25,564 per annum

Actual salary for 15 hours per week, 39 weeks of the year £7,749.94 - £8,773.72 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to HR@wealdgs.org. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications Monday 5 July, 9am*

Interview day: to be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

