

Support Staff Applicant Pack

Clerk to the local
governing board



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

- Job title:** Clerk to the local governing board
- Reports to:** The governing board and Headteacher
- Hours of work:** Attendance at 6 meetings per year and associated agendas and minute preparation. Approximate commitment will be 12 hours per month across the whole calendar year.
- Salary:** NJC Scale 4 Points 7 – 11 £25,584 to 27,269 fte (will be reduced pro-rata for part-time hours).

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

General

- Advise the governing board on governance, procedural, and constitutional matters.
- Provide administrative support to the governing board and other committees including circulation of policies for approval
- Ensure the governing board is correctly constituted.
- Effectively manage information in accordance with legal requirements.

Advising the governing board

- Provide the governing board with information on procedural matters before, during and after meetings, ensuring this is in line with the Scheme of Delegation.
- Act as the first point of contact for governors – answering questions concerning procedural matters, and issues relating to the structure of governance and scheme of delegation.
- Access the appropriate legal advice, support and guidance from third parties on behalf of the governing board.
- Keep the governing board up-to-date with any changes in legislation which are likely to affect the governance of the school.
- Keep the governing board up-to-date with both local and national educational themes and any related guidance.
- Offer advice to governors on best practice in school management, such as self-evaluations and committee structures.
- Advise the governing board on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the school website, as per statutory guidelines – Including use of Compliance Manager to aid this process.
- Keep the governing board up-to-date with the annual calendar of governing board meetings.
- Take responsibility for the induction of new governors, ensuring they have access to all relevant documents and information.
- Offer advice to the governing board on succession planning regarding the impending expiry of governors' terms of office.

Main duties/responsibilities – continued

Administration of meetings

- Recommend to the governing board methods and processes for the successful administration of meetings, and distribution and filing of information.
- Work alongside the headteacher and chair of governors to prepare an agenda for the governing board.
- Ensure that all the appropriate paperwork is ready and distributed in good time before meetings.
- Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent governors with details of upcoming meetings.
- Ensure all meetings are quorate.
- Draft minutes of all governing board meetings, including who is responsible for the agreed action and the expected timescales.
- Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately.
- Distribute the reviewed draft to all governors, the headteacher and other relevant individuals and bodies.
- Follow up on any agreed action points with those responsible, keeping the chair informed of any progress.
- Advise governors in the event of meetings not being conducted in a proper or orderly manner, or not in the spirit of effective governance.

Membership

- Keep the governing board informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance.
- Implement transparent processes for the election and appointment of governors and maintain accurate records of the outcome.
- Chair the meeting where the official chair is to be elected, providing information and guidance on the election processes and procedures.
- Oversee the register of business interests for each member of the governing board.
- Regularly review and update the register of business interests of all governors.
- Monitor attendance at governor meetings, advising the chair of any potential disqualifications through inadequate attendance.

Main duties/responsibilities – continued

Information management

- Advise the governing board on their responsibilities relating to record keeping and information management, in line with the Data Protection Act 1998 and the Freedom of Information Act 2000, ensuring systems are in place to maintain the security of information.
- Keep all personal information of members of the governing board up-to-date. This includes names, addresses and categories of membership, as well as their terms of office.
- Liaise with the person within the school who is responsible for Edubase and provide the required information relating to governors, ensuring this is up-to-date at all times.
- Maintain a register of governor Disclosure and Barring Service (DBS) checks and ensure all governors have an up-to-date DBS check in place.
- Inform the governing board and other relevant bodies of any changes to the personal information of governors.
- Monitor and review all of the terms of reference and membership lists of the committees.
- Maintain records of all governing board correspondents.
- Maintain records of signed meetings and ensure copies are sent to all the relevant parties.
- Ensure that all of the school's policies are available upon request.
- Ensure that the school website contains all the information which is required in order to meet statutory requirements, including the publication of information related to governance.

People and relationships

- Develop and maintain professional and effective working relationships with the governing board, headteacher and senior leadership team.
- Establish and implement clear communication processes for sharing information with the board, and on behalf of the board with external partners.
- Support the governing board to develop a culture where challenge is embraced and welcomed.
- Advise the governing board on appropriate committee structures that are fit for purpose and ensure that membership reflects the skills and knowledge of individual governors.
- Maintain an up-to-date record of individual governor and whole-board training and CPD.

Main duties/responsibilities – continued

Personal development

- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
- Keep up-to-date with any local or national developments in the education sector.
- Keep up-to-date with legislation which is likely to impact the school.
- Take part in regular performance reviews and self-evaluation.

Job Description

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">The successful candidate will demonstrate a willingness to attend relevant training.	<ul style="list-style-type: none">The candidate will have attended the National Programme for Clerks.
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none">Record keepingInformation retrievalDissemination of governing board data and documentation	<p>In addition, the successful candidate may have experience in the following areas:</p> <ul style="list-style-type: none">Writing agendas, along with accurate and concise minutesOrganising meetingsUsing the internet to access relevant informationDeveloping and maintaining contacts with outside agenciesWorking in an environment where they have experience of taking initiativeWorking as part of a team
Skills and knowledge	<p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none">Good listening, oral and literacy skillsThe ability to organise timeWorking to deadlines	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none">Governing board proceduresEducational legislationThe respective roles and responsibilities of the governing boardEqual opportunities and human rights legislationData protection legislation

Person specification – continued

	Essential	Desirable
Special requirements	<p>The successful candidate will meet the following requirements:</p> <ul style="list-style-type: none">• The ability to work at times convenient to the governing board, including evenings• The ability to travel to meetings• Being available to be contacted at mutually agreed times	
Personal attributes	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none">• Personal integrity• The ability to maintain confidentiality• The ability to remain impartial• A flexible approach to working hours• An openness to learning• Good interpersonal skills• A positive attitude to personal development and training	