



MALVERN ST JAMES

Girls' School

POST OF

CLERK TO THE GOVERNORS

Permanent

A minimum of 200 hours per annum

Salary

Competitive / dependent on experience

MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who are able to meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

JOB DESCRIPTION

JOB TITLE: Clerk to Governors

REPORTING AND ACCOUNTABLE TO: The Governing Board (through the Chair of the Governing Body) of Malvern St James Girls' School (referred to as the "GB"), whilst working closely with the Headteacher and Senior Leadership Team.

The post holder must be flexible in their approach to the post as there is no fixed pattern of working hours. There will be periods of activity within the meetings cycle or when the GB are engaged in specific issues and periods of very low activity. The Clerk must be ready and able to support the GB as required. This may include attendances at early morning, daytime, evening and weekend meetings, regular visits to school, training events (daytime and evening), and some home working to complete administrative and research duties. There will be occasions when the post holder is required to attend a meeting or make a school visit at short notice.

Purpose of the Clerk post

This is a complex strategic, advisory, information management and administrative role.

The post holder is responsible for ensuring the effective continuity of the GB's legal and constitutional business and records management for the School. This means that all GB business must be managed in accordance with national statutory duties and legislation, local authority guidance and protocols, and in keeping with professional advice from external agencies.

- To be the nominated contact within the School for AGBIS
- To be the nominated ISBA contact within the School
- Any other duties as required by the Chair of Council

Contacts

The post holder is required to develop and maintain the following contacts within the context of the job.

Internal contacts

- Chair of Governors
- Vice Chair(s) of Governors
- Individual Governors
- Headteacher
- Senior Leadership Team
- Chairs of Committees
- Clerks to GB Panels
- Associate members of the GB
- School Staff

External contacts

- Visitors to GB meetings
- Independent School Governor Support Services such as ISI and AGBIS
- External consultants
- Department for Education (DfE)
- Alumnae and School Development Fund Groups
- Panel members for hearings
- Voluntary groups, search and selection organisations, local and national businesses for the purpose of governance

The Clerk will attend all GB meetings and committee meetings. The duties are outlined below.

Proactively contribute to the GB's Strategic leadership

- Develop and keep up to date the GB's constitution, standing orders, terms of reference and delegations, structure, policies, and processes.
- Monitor and review the effective working of the GB's constitution, standing orders, terms of reference and delegations, structure, policies, and processes.
- Keep up to date with the trends and latest thinking on independent education and report upon these to the GB.
- Assist the GB in its developing long and short-term strategic plans.
- Carry out regular reviews of the effectiveness of the GB at least annually.
- Propose and develop performance indicators and targets to enable the GB to evaluate its effectiveness and efficiency.

Ensure the effective administration of the GB:

- The Clerk will have overall responsibility and accountability for the efficient management and administration of the GB's governance, oversight, training, and decision taking. The Clerk will ensure that the GB complies with the legal requirements required of governors.
- The role will include responsibility for and management of an assistant clerk who will be expected to carry out most of the administrative tasks for which the Clerk is responsible and for the administrative tasks assigned to that role (see job description for the Assistant to the Clerk to the Governors).
- Appoint and have line management responsibility for an administrative assistant to the Clerk to the GB.

Provide consistent and accurate legal, professional and governance advice to the GB and its committees

- Proactively advise the GB on governance and relevant legislation and procedural matters and where new legislative or procedural changes are being considered at the earliest stage in their introduction.
- Act as the first point of contact for governors with queries on statutory, procedural and GB matters.
- Access appropriate legal and professional advice, support, and guidance, and where necessary seek advice and guidance from third parties on behalf of the GB.
- Research, share and offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place and are revised when necessary.
- Develop and maintain an annual calendar/diary of GB meetings, events, and statutory tasks.

Managing membership for the GB

- Provide procedural advice concerning conduct of appointment of Governors and election of officeholders.
- Ensure Disclosure and Barring check (DBS) has been carried out on every governor in accordance with the latest regulations.
- Ensure that the School's Single Central Register is updated with Governor DBS checks and that the responsible governor checks and signs the register in accordance with legal requirements.
- Advise the chair of potential disqualification of governors through lack of meeting attendance.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child Protection, SEND.
- Ensure copies of statutory policies and other School documents approved by the GB are kept in the

School and published as agreed or as required by law, for example, on the website.

Governor Recruitment and Induction

- Develop and maintain an induction policy for new members, which is agreed with the GB.
- Lead on the induction of all new members, ensuring that they are aware of training expectations and how to access appropriate training and any other support and information that will be needed.
- Take the lead on governor recruitment for all categories of membership.
- Develop and maintain a pooled resource of 'panel' governors.

Skills Auditing and Succession Planning

- Lead the annual skills auditing process and keep up to date. Report to the GB at least annually or more frequently as required.
- Ensure that any skills gaps on each GB are identified and inform part of any recruitment process.
- Advise the GB on succession planning (of all roles, not just the chair.)

The Clerk will also carry out the following duties.

- Co-ordinate and clerk governor panels specifically dealing with school complaints, in line with the School's published and agreed procedures and policy.
- Clerk any statutory appeal or grievance panels the GB is required to convene except where you have a conflict of interest and then arrange for a suitably qualified clerk.
- Prepare an initial draft and agree with the Chair of the GB, the GB's annual governance statement, before publishing it on the School's website.
- Prepare briefing papers as required.
- In conjunction with the Director of Operations and Compliance, ensure that the School's website meets its statutory duties in terms of what the GB is responsible for publishing online. Audit this website regularly.
- In conjunction with the Head, support the GB to be prepared and ready for Inspections which may be announced with a maximum notice period of 24 hours. Be available to support the GB to access vital information at short notice and source any support that may be needed by the chair.
- Perform such other tasks as may be determined by the GB from time to time.

The Clerk will undertake the following personal development activities

- Attend appropriate and regular training and development opportunities to maintain knowledge and improve practice.
- Undertake online data protection training.
- Undertake safeguarding training in accordance with legal requirements.
- Keep up-to-date with current educational developments and legislation affecting School governance.
- Keep a log of hours and all duties carried out to participate in regular performance management.

All School staff are expected to:

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Requirement	Skill	Essential	Desirable
Special requirement	Be able to work at times convenient to the Board including weekends if required	✓	
	To able to travel to meetings	✓	
	Be available to be contacted at mutually agreed times	✓	
Training and Experience	Experience of Governance in Schools or similar institution	✓	
	Training or experience of the Company Secretarial role		✓
	Understand and work in compliance with Child Protection and Safeguarding legislation and policy (training will be provided)	✓	
	Attendance at the National Training Programme for Clerks or equivalent		✓
	Relevant personal and professional development		✓
	Experience of the senior leadership and management of schools		✓
	Experience of the strategic management of schools or similar organisations	✓	
	Experience of line management and delegation		✓
Skills, Knowledge & Understanding	Good listening, oral and literacy skills	✓	
	Diplomacy and ability to involve all key stakeholders as relevant	✓ ✓	
	Ability to write agendas and accurate concise minutes ICT skills	✓	

	Meticulous attention to detail	✓	
	Excellent organisational and administration skills	✓	
	An understanding of the line between executive management and governance	✓	
	Knowledge of procedures and practices for a school governing body	✓	
	Knowledge of roles and responsibilities of the Board and senior management team and an ability to develop and maintain positive relations with both groups	✓	
	Developing and maintaining contacts with outside agencies		✓
	Knowledge of relevant educational laws and guidance		✓
	Knowledge of equal opportunities and human rights legislation	✓	
	Knowledge of data protection legislation	✓	
Personal Attributes	Integrity	✓	
	Be able to maintain and understand the importance of strict confidentiality	✓	
	Be sympathetic to the needs of others	✓	
	Be supportive and understanding of the needs of Governors and the Head	✓	
	Have an openness to learning and change	✓	
	Have a positive attitude to personal development and training	✓	

	Have excellent interpersonal skills	✓	
	Have a highly developed awareness of the responsibilities of working in an environment with young people.	✓	

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

Other benefits include:

Fee remission

Lunch provided