



# MALVERN ST JAMES

## Girls' School

### **POST OF**

### **ASSISTANT TO THE CLERK TO THE GOVERNORS**

Permanent

Term-time only (34 weeks plus one week)

To work a minimum of 340 hours per annum

## 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 can 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:** Assistant to the Clerk to the Governors

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

The post holder must be flexible in their approach to the post as there are no fixed pattern of working hours. The Assistant must be able to attend early morning, daytime, evening, and weekend meetings, make regular visits to School, attend training events (daytime and evening), and work from home 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 very short notice.

### **Main purpose of post**

We require a highly experienced administrator to provide a confidential and efficient administration service to the Clerk to the Governors. The post holder is responsible for ensuring effective administration for the GB and its Committees and, in support of the Clerk, providing robust and timely record keeping.

### **Duties and responsibilities**

The Clerk will attend all GB meetings and committee meetings. The duties are outlined below. These duties and responsibilities are to be always carried out with due regard to the principles of equal opportunity.

**In support of the Clerk, as follows:**

- Convene meetings of Council and its committees and maintain a meetings calendar.
- Once agendas for meetings of Council and its committees have been agreed, circulate with supporting papers and place on the relevant Team at least one week before each meeting.
- Attend all Council and committee meetings with the Clerk, as required.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Ensure all absences (with or without apologies) for each meeting are also centrally recorded in readiness to be published on the School's website in line with statutory regulations.
- Prepare draft minutes for approval of the Clerk and then Chair of each meeting.
- Develop and maintain a policy list and review schedule and ensure that policies are scheduled for review on meeting agendas in line with any statutory requirements.
- Devising and maintaining a 'minutes timeline/planner' for all the preparatory work and the follow up work for meetings and ensure that this timeline is adhered to in order to keep the GB organised and on task.
- Ensuring minutes of meetings are formally agreed at the following meeting and that the minutes are signed by the chair of that meeting. These are public records.
- Maintaining 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.
- Support the Clerk in the governor recruitment process (DBS checks, right to work in the UK and all necessary documentation).
- Maintain accurate records of Council members including Directors' Interests.
- Maintain accurate Governor Safeguarding training record.

- Maintain accurate Governor general training log.
- Devising and maintaining for the governing board (GB), a clear database of membership with personal contact details and details of each governorship. This must be held and managed in accordance with the Data Protection Act 1988.
- Advising governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Organise Governor attendance at the School's Parents' Consultation.
- Ensure completion and submission of annual returns to the Charity Commission are updated as necessary, in conjunction with the Director of Finance.
- Ensuring copies of statutory policies and other School documents approved by the governing board are kept in the School and published as agreed, for example, on the website.
- Any other duties as required by the Clerk.

**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**

**Essential Criteria**

- Excellent interpersonal skills, the ability to communicate effectively with a variety of people
- Excellent organisational skills
- Discretion and confidentiality
- High level of accuracy with close attention to detail
- Confidence to use own initiative
- Good at forward planning
- Adaptable and flexible
- Ability to work under pressure to deadlines
- Professional, calm, dependable and reliable
- Ability to work independently and with others
- A sense of humour

Internal Contacts	External Contacts
<ul style="list-style-type: none"> <li>• Clerk to the GB</li> <li>• Chair of Governors</li> <li>• Vice Chair(s) of Governors</li> <li>• Individual Governors</li> <li>• Headteacher</li> <li>• Senior Leadership Team</li> <li>• Chairs of Committees</li> <li>• Clerks to GB Panels</li> <li>• Associate members of the GB</li> <li>• School Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors to GB meetings</li> <li>• Independent School Governor Support Services such as ISI and AGBIS</li> <li>• External consultants</li> <li>• Alumnae and School Development Fund Groups</li> </ul>

## 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](mailto: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