



Clerk to the Governors

Closing date:	12.00 noon on Friday 16 September 2022
Start date:	As soon as possible
FTE salary range:	£20,852 to £22,571
Actual salary range:	£2,895 - £3,134
Contract:	Permanent, term-time only
Interviews:	W/C 19 September 2022

Hours are based on an average of 3 per week per school with a certain amount of flexibility for specific hours of work and any training days required. Based on 39 weeks for the year.

We have a vacancy for a Clerk to the Governors for both Sir William Romney's School and Chipping Sodbury School. This role could be separate or combined for one person to clerk for both schools.

The role of the Clerk to the Governors is to provide and organise an efficient administrative service. Excellent organisational and secretarial skills are essential for this role which involves a flexible working pattern averaging 3 hours per week per school. The Clerk will be required to attend evening meetings held at the school/s.

Situated in the Cotswolds in the small town of Tetbury, Sir William Romney's School serves a wide community in the South Cotswolds and Stroud areas. The school is a small 11-16 Academy which provides a safe and caring environment that ensures that our students are able to flourish, achieve their potential and be the best that they can be. Proudly comprehensive, we provide an aspirational, vibrant and supportive learning environment into which we welcome children of all academic abilities. We understand that every child is unique and all our staff are committed to helping each one develop their independence, resilience and self-esteem; offering them every available opportunity to reach their full potential.

Chipping Sodbury School is a mixed 11-18 comprehensive school. It is situated on the southern outskirts of the medieval market town of Chipping Sodbury, on the southern edge of the Cotswolds. The school is a short drive from the cities of Bath and Bristol. It is easily accessible from the M4/M5 motorway network. The school admits up to 150 students a year from the full ability range. The school can be said to be genuinely comprehensive. We have a successful and vibrant sixth form. We provide a broad and balanced curriculum that matches the needs of tomorrow's learners.

Both schools are part of the Athelstan Trust, a multi-academy trust of five secondary schools in Wiltshire, Gloucestershire and South Gloucestershire. The Trust was established in 2015 and is responsible for the education of over four thousand students. The Athelstan Trust aims to achieve the best for, and from, each

child. We intend to enable each child to realise his or her full academic, creative and physical potential and to develop positive social and moral values.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

We are a flexible working employer and we are willing to consider any reasonable adjustments you require so please ask us during your interview.

Please complete the application form and accompany this with a letter outlining your experience to date and the particular strengths, interests and qualities that you could bring to the position.

We regret that due to the large number of applications we receive, we are only able to contact those candidates who are shortlisted for interview.

Key responsibilities include:

- Effective administration of meetings, appeals and other panels to include the preparation of agendas, distribution of papers, compiling draft and final minutes of meetings.
- Providing advice to the Governing body on its core functions, the Department of Education's governance updates, procedural matters and annual tasks.
- Manage the membership of the board of governors including terms of office, DBS, training records and recruitment.
- Develop and maintain effective relationships with the Trust, head teacher and chair of governors.
- Undertaking appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keeping up-to-date with current educational developments and legislation affecting school governance