



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in the Clerk to Governor role at King James's School.

Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough. This year we had a joint training day which looked at engaging teaching, with colleagues from both schools sharing resources and discussing ways to inspire students and fuel a love of learning.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

I do hope you are as excited to join our school as we are to appoint the right candidate. If you would like to discuss any aspects of the role, or visit the school, please do not hesitate to contact me. I look forward to receiving your application and hope to meet you in person in due course.

**Clare Martin**  
**Headteacher**



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Clerk to Governors

£15.04 per hour

Required for an estimated 15 meetings per year  
along with day time meetings as required

## Join Our Committed Team!

We have staff and Governors who are fully committed to going the 'extra mile' to meet the needs of our community. Providing a broad and balanced curriculum enriched with a wealth of engaging learning opportunities.

## About You

As a clerk to governors, you will bring to the role:

- **A keen interest in education**
- **Accurate minuting skills**
- **The ability to organise yourself and others**
- **An eye for detail and being a great listener**
- **Strong commitment and motivation**

## About the Role

As a clerk to governors, following training, you'll become a governance professional who provides accurate, comprehensive minutes that evidence effective governance. You'll also offer support and signpost development opportunities to our federated board.

In return, you'll be highly valued, meet some of the most interesting people, gain a deep understanding of our federation whilst knowing you play an important part in the education of children.

You'll have responsibility for two schools and clerk approximately 15 meetings per year (evening and day time) as well as supporting some day time meetings. You'll need to be flexible and well-organised because you'll be attending meetings on different days through the week when required. IT equipment provided, but will attend meetings across the federation. Following the meetings you will be required to provide the necessary administration associated, such as compiling minutes and administering exclusions and complaints panels. The role is integral to crating our own Governor Support Service.

## What We Offer You

We take pride in offering the best employee experience, with benefits including:

- **A competitive salary**



- **Membership of the North Yorkshire Pension Fund with generous employer contributions**
- **Flexible and hybrid working arrangements subject to service requirements**
- **A clear career pathway and continuing professional development opportunities**
- **A range of staff benefits to help you boost your wellbeing and make your money go further**

Previous experience or an understanding of school governance is an advantage but training and support will be provided.

Join us in making a difference in the education of children and helping them become the best they can be!

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Download an application form from our website and return completed applications via email to: [\*\*recruitment@king-james.co.uk\*\*](mailto:recruitment@king-james.co.uk)

by: **Friday 21<sup>st</sup> June 2024, 08.00am.**

*Please note that CVs will not be accepted.*

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.


Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) and be received by **Friday 21<sup>st</sup> June 2024, 8.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



KING JAMES'S SCHOOL, KNARESBOROUGH

**JOB DESCRIPTION**

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

<b>Post title:</b>	Clerk to Governors
<b>Grade:</b>	F
<b>Responsible to:</b>	Chair or Governors/Governing body
<b>Staff managed:</b>	None
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	
<b>Job family:</b>	<b>C&amp;A - Customer &amp; Administration</b>
<b>Date of issue:</b>	August 2023

**Safeguarding Statement**

- This role works closely with the headteacher and the chair of Governors of the school(s) to ensure meetings are convened, minutes and records of attendance at the meeting are taken and kept and give and receive notices in accordance with relevant regulations
- DBS clearance required for this post.

**Job Purpose:**

**To provide effective administrative support to the governing body and its committees working effectively with the chair of governors, the other governors and the headteacher to support the governing body.**

**To advise the governing body on governance, constitutional and procedural matters, duties and powers. The clerk is accountable to the governing body.**

**To ensure the governing body is properly constituted.**

**To manage information effectively in accordance with legal requirements.**

**Operational Management:**

- In consultation with the Chairman and Headteacher, and having regard to previous decisions of the governing body, prepare a focused agenda.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days and preferably ten days before the meeting
- Maintain a register of attendance and report this to the governing body
- Attend meetings of the full governing body and ensure minutes are taken, including indicating who is responsible for agreed actions. Record all decisions accurately and objectively with timescales for actions.
- Take follow up actions as instructed by the governing body, including the drawing up of draft minutes for approval by the chairman. Circulate draft minutes in the time scale agreed by the governing body.
- Ensure that the composition of the school governing body includes required parent representation.
- Participate in, and contribute to the training of governors in areas

appropriate to the clerking role.

- Maintain archive materials.
- Prepare briefing papers for the Governing Body and committees, as necessary.
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.
- Advise on the requisite contents of the school prospectus and School Profile.
- Clerk all Governing Body committees as and when required (including very confidential pupil discipline, staff dismissal and appeals meetings) with a higher emphasis on advisory, support and project work for the Governing Body.

**Communication:**

- Liaise with the Headteacher and others preparing supporting papers, making sure deadlines are met as required by legislation.
- Ensure meetings are quorate and advise the Governing Body on governance procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Advise absent governors of the date of the next meeting.
- Liaise with the Chair prior to the next meeting, to receive an update on progress of actions agreed previously by the Governing Body.
- Advise the Governors of the requirements to complete the Registrar of business interests, maintain the register and review it on an annual basis and lodge the register at the school
- Give advice and support to governors taking on new roles such as Chair or Chair of a committee.
- Give and receive notices in accordance with relevant regulations.
- Provide advice on best practice in governance, including committee structures
- Provide advice to the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation

**Resource Management or Skills Development:**

- Contribute to the induction of new governors, ensuring they have access to appropriate documents and aware of their terms of office and their role and responsibilities
- Know how to access legal information, support and guidance when required
- Keep up to date with current educational developments and legislation affecting school governance.
- Achieve the standard set by the National Training Programme for Clerks to Governing Bodies or its equivalent.
- Whenever possible, attend appropriate briefings and participate in professional development opportunities.
- Check with the LEA that DBS checks have been successfully carried out on all new appointees and re-appointees.

**Safeguarding:**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Know about data protection issues in the context of your role.
- Understand that different confidentiality procedures may apply in different contexts.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.
- Support school governing bodies to meet their statutory responsibilities in respect of safeguarding children & young people



<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>• Maintain a database of names, addresses and category of governing body members and their term of office</li> <li>• Maintain governor meeting attendance records</li> <li>• Keep a minute book, or file of signed minutes, as an archive record</li> <li>• Maintain copies of current terms of reference and membership of committees and working parties and nominated governors, e.g. literacy.</li> <li>• Maintain records of Governing Body correspondence</li> <li>• Ensure that statutory policies are in place, and that a file is kept in school of policies and other school documents approved by the Governing Body.</li> <li>• Maintain a file of relevant DfES and LEA.</li> <li>• Ensure governing bodies have a process in place with regards to policy renewal and storage</li> </ul>
<b>Service Specific Requirements:</b>	<ul style="list-style-type: none"> <li>• Support governing body to ensure that school delivers a range of educational and extra-curricular activities that promote the all-round development of children and young people.</li> </ul>

Person Specification:	
Essential	Desirable
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of organising and conducting meetings</li> <li>• A good understanding of the regulations and legislation around schools</li> <li>• Knowledge of education and the school environment</li> <li>• Substantial administrative experience</li> <li>• Experience of writing agendas and taking accurate minutes of meetings</li> <li>• Experience of writing reports</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Data Protection legislation</li> <li>• Knowledge of governing body procedures and educational legislation and guidance</li> <li>• Understanding of role of governing bodies.</li> <li>• Knowledge of Legislation &amp; good practice in respect of school governance.</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent listening, oral and literacy skills</li> <li>• Good organisational skills and ability to work to deadlines</li> <li>• Good ICT and keyboard skills</li> <li>• Neatness and accuracy</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to remain impartial</li> <li>• Ability to work on own initiative</li> <li>• Report writing skills</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 2 or higher qualification to evidence good literacy and numeracy skills</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development</li> </ul>	<ul style="list-style-type: none"> <li>• To already have or are willing to undertake a clerking qualification from the Chartered Governance Institute and National Governance Association</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Ability to work at times convenient to the governing body, including evening meetings</li> <li>• Dependability and reliability</li> </ul>	



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.