



## ST. EDWARD'S OXFORD

### **CLERK TO THE GOVERNORS (PART-TIME/TERM TIME)**

CLOSING DATE FOR APPLICATIONS: 7<sup>th</sup> MARCH 2021  
TO BEGIN WORK AS SOON AS POSSIBLE

#### **A message from the Warden**

Thank you for expressing an interest in working at St. Edward's.

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering alternatives to GCSEs. The new academic facilities will provide a range of university-style working environments to further support our pupils' academic ambitions.

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

This is a very exciting time for us – we have just opened The Christie Centre - an outstanding new development encompassing a purpose built academic centre, modern library and elegant 1000-seater hall. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

#### **About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school in the heart of Oxford for pupils aged 13 to 18 (year 9 to year 13); there are presently 735 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

## **About the Role**

The School's Governing Body currently has 13 Governors. The full Governing Body meets three times a year and in addition there are also various Governing Body committees that meet every term or more frequently if required. The Clerk to the Governors reports to the Bursar and the Chair of Governors.

## **Main Responsibilities**

### Board committees and working groups

- Ensure the appropriateness of the committee and working group structure, proposing additions, reductions and other changes as necessary to meet the changing work and focus of the Board.
- Draw up, keep under review and update as necessary terms of reference for the Board's committees and working groups and in doing so ensure that the monitoring requirements placed on the Board and identified against each risk in the School's Risk Management Schedule are reflected in the terms of reference.
- Arrange calendar of meetings for the Board's committees and working groups, co-ordinate production and sending out of agendas, papers and minutes, and maintain register of attendance.
- Ensure appropriate membership of each committee and working group and the appointment of a Chair for each committee and working group.
- As well as attending meetings of the Board, attend meetings of Board committees and, when occasion demands, working groups.

### Nominations Committee

- Keep under review and regularly update the Nominations Committee's skills & experience matrix, paying due regard to diversity.
- Maintain the calendar of dates of appointment and terms of office.
- Ensure effective succession planning.
- Ensure that from time to time the means by which the Committee identifies potential governors is reconsidered.
- Draft the Nominations Committee termly report to the Board for approval by the Committee.

### Occasional committees and panels

- Arrange, attend and minute or produce notes of meetings of the Appeal Committee, Complaints Panel, and Review Panel as necessary.
- Maintain a list of people available to act as external members of occasional committees and panels.

### Conduct of meetings

- Ensure that the conduct of meetings is consistent with the School's Memorandum and Articles of Association and good governance practice, in particular ensuring the effective management of conflicts of interest, and due process for formal resolutions including the appointment of governors.
- Make sure that decisions of the Board are correctly recorded.

### Memorandum and Articles of Association

- Ensure that the Memorandum & Articles of Association continue to meet the needs of the School and its Board and are consistent with current legislation, regulation and good practice, liaising, as appropriate, with the School's legal advisers.
- In particular, ensure that the School's Objects and Powers are appropriate for the School's aims, activities and future developments.

#### Charity Commission

- Act as the main point of contact between the School and the Charity Commission, ensuring that all returns and other submissions are made when due, ensuring that latest Charity Commission guidance is brought to the attention of the Board along with any recommended consequential changes to procedures of the School and its Board.

#### Companies House

- Act as the main point of contact between the School and the Companies House, ensuring that all returns and other submissions are made when due.

#### Board Handbook

- Create and keep under review the contents of the Board handbook, updating existing sections and adding new sections as appropriate, ensuring that each section is reviewed and a new edition of the handbook as a whole is produced at least annually.
- Within this responsibility, make particularly sure that the Duties and Responsibilities of the Board reflect current statutory and regulatory requirements and best practice.

#### Board self-appraisal

- Draft, gain agreement of, undertake and monitor a new regime of Board self-appraisal.

#### Benchmarking

- Recommend appropriate governance benchmarking and carry out or arrange to be carried out any audit of governance or related research approved by the Chair.

#### Board papers

- Investigate, propose and implement electronic system for Board papers.

#### Board away-days and similar

- Make arrangements for away-days and similar.

#### Induction of governors

- Oversee the completion of:
  - formal HR checks on new governors – eg identity; right to work in UK; DBS disclosure – including additional checks for the Chair;
  - Companies House and Charity Commission registration;
  - Register of Pecuniary Interests entry
- Ensure that new governors understand:
  - the School's vision and values
  - the School's strategic and development plans
  - the Board's policies and particularly those on safeguarding, conflicts of interest, health & safety, and gifts & hospitality
  - the duties and responsibilities of the Board
- Establish the training needs of individual governors and locate appropriate courses.

#### Senior staff recruitment

- Organise the process for the recruitment of the Warden and the Bursar.
- Attend monthly meeting with the Chair, Vice-chair, Warden and Bursar.

- In consultation, as appropriate, with the Chair, Vice-chair, Warden, and Bursar make arrangements for the appraisal of the Warden and Bursar.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Bursar or Chair of Governors to reflect or to anticipate changes in the job commensurate with the job title.

#### **Start date**

We would like the successful candidate to start work as soon as possible.

#### **Hours of work**

This is a part-time position working during School terms and for one week following the Autumn term, one week following the Spring term, and for a week preceding and following the Summer term. This results in a total of approximately 38 worked weeks per year.

Paid hours of work will be 22.5 hours per week worked on a Monday to Friday. A flexible attitude is required regarding hours of work as meetings may take place outside of normal office hours.

#### **Holiday**

The Clerk to the Governors will be expected to work throughout the School term and for a total of four weeks preceding and following School terms as shown above. The remaining weeks of the year are non-working weeks, of which five weeks counts as paid holiday. Bank holidays which fall in term time may well be working days, for which time off in lieu is given.

#### **Salary**

We are offering a competitive salary in line with the successful applicant's previous experience. Salaries are reviewed annually by the School with increases effective from 1<sup>st</sup> September. The first increase for this role will be September 2022.

#### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

#### **Probationary period**

The appointment is subject to a probationary period of three months.

#### **Sickness Benefit**

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

#### **Notice Period**

During the probation period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice is one month.

#### **Miscellaneous non-contractual benefits**

- Free lunches are available during times the School's kitchens are in operation.

- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

### About the Candidate

<b>Person Specification Characteristics</b>	
Educated to degree level or equivalent	Desirable
An appropriate professional qualification eg Governance Institute Certificate in Academy Governance or a National Clerking Qualification	Essential
Extensive experience as an Executive Assistant	Desirable
An excellent communicator with good spoken and written English	Essential
Outstanding organisational skills with accuracy and an eye for detail, with a meticulous, systematic approach to problem solving	Essential
Highly motivated and resilient with a positive and proactive approach	Essential
IT literacy including knowledge of MS Office particularly Excel and Word	Essential
Ability to use initiative and work autonomously	Essential
Good people skills, including enthusiasm, a welcoming and engaging manner and the ability to relate to people of all ages and backgrounds	Essential
A flexible approach to work and a willingness to carry out a variety of tasks	Essential
Ability to be discrete and diplomatic	Essential
Committed to safeguarding children and young people and willing to work within the School's child protection guidance and follow relevant School procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

### Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by

health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Edward Hayter, Bursar, preferably by email: [bursar@stedwardsoxford.org](mailto:bursar@stedwardsoxford.org).

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

**Closing date for applications is Sunday 7<sup>th</sup> March 2021.**

First stage interviews will be held during the week beginning 15<sup>th</sup> March 2021.

We reserve the right to appoint at any stage during the application process.