



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Clerk to the Governors

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HEADMASTER'S WELCOME



Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,
Michael*

DR MICHAEL GRAY

Headmaster

J O B D E S C R I P T I O N : C L E R K T O T H E G O V E R N O R S

Post title: Clerk to the Governors

Salary: Scale 39-47 (£35,460-£39,976) Pro Rata

Hours/weeks: Approximately 120-150 hours per annum, term-time only

Location: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

O P P O R T U N I T Y

The Governing Body of Hereford Cathedral School is looking to appoint an organized and efficient Clerk/Governance Professional.

The Clerk will play a pivotal role in providing administrative support to the School's governing body, ensuring the efficient operation and compliance with statutory requirements, and support the Governors with legal advice and guidance where necessary.

The Clerk reports to the Chair of Governors and the two will communicate regularly regarding the operation of the Governing Body. The Clerk will also work in close collaboration with the Headmaster and Chief Operating Officer to enable productive and efficient interaction between the Executive and Governing Body.

O U R O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)

R E P O R T I N G L I N E S

The post holder will report to the Chair of Governors

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: CLERK TO THE GOVERNORS

RESPONSIBILITIES

- Ensure that governance is carried out in accordance with regulations etc. with reference to:
 - ▶ Size and membership of Governing Body
 - ▶ Retirement of existing Governors and appointment of new Governors
 - ▶ Regularity of meetings
 - ▶ Maintaining a record of attendance at meetings
 - ▶ Maintaining relations with nominating bodies, such as Hereford Cathedral
 - ▶ Ensuring the appointment of office holders
 - ▶ Ensuring that decisions are made, and recorded, in accordance with governing protocols
 - ▶ Ensuring that the regulations etc. meet the needs of the School and advising the Governing Body of appropriate or necessary amendments and liaising with the School's legal advisers concerning changes
- Ensure the efficient functioning of governance to include:
 - ▶ Liaison with the Headmaster and COO to ensure that the systems and processes through which the Headmaster and Senior Leadership Team report to the Governing Body and its Committees are fully robust and are in a state which permits the Governing Body to discharge its duties
 - ▶ Communication with Governors between meetings
 - ▶ Preparing and circulating timetables of meetings of the Governing Body and its Committees
 - ▶ Preparing and circulating agendas for meetings of the Governing Body and its Committees
 - ▶ Ensuring satisfactory and timely circulation of pre-meeting papers in conjunction with the COO and other relevant members of the Senior Leadership Team
 - ▶ Ensuring appropriate minuting of meetings and the prompt circulation of such minutes
- Ensuring that all Governors are aware of their statutory and regulatory responsibilities, especially regarding the safeguarding of all pupils within the school
- Work with the Chair and with any committees that might have been established for this purpose, ensuring that an appropriate process exists for succession planning for the Boards, with the maintenance of a skills and diversity matrix; advising the Chair as required
- Make appropriate arrangements for the establishment of any panels of the Board that may be required, (e.g., to hear appeals, or to deal with complaints, grievances or required removal). This may include, in consultation with the Chair, the identification of appropriate independent members to join these panels
- Arrange for a register of Governors' and Executive interests to be maintained and updated annually

THE ROLE: CLERK TO THE GOVERNORS

ADDITIONAL INFORMATION

- Meetings are mostly held after school hours in the evenings and there will be approximately four full governing body meetings and 16 committee meetings per academic year. The clerk will be required to attend all meetings at the School premises unless otherwise agreed and may also be required to attend any extraordinary meetings that are called.
- The Clerk will need to work in partnership with the Chief Operating Officer, the Chair of Governors, and the Headmaster as well as the committee chairs and members and will help governors understand their roles and functions, whilst maintaining school confidentiality.
- Aside from meeting attendance, the role can be conducted flexibly and can be home-based. Communication and meetings may be virtual or held at school, depending on the needs of the School.
- Access to a computer and internet is essential for the role. Candidates should be competent in the use of Microsoft Office, OneDrive, and email. Knowledge and experience of school governance and charity commission requirements is essential. An understanding of school governorship would be desirable.
- The job is available on a part-time ,term time only basis, calculated pro-rata for part-time positions.
- The successful candidate will be remunerated at a competitive level, reflecting experience and background.
- The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan.
- The post is permanent following the successful completion of a twelve-month probationary period.
- On completion of the required recruitment checks, the post would be available to the successful candidate from September 2024.



SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH AND SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The Old Deanery in Cathedral Close is home to our leadership and administrative staff



PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications		
Experience and knowledge	<p>Experience of writing agendas and accurate concise minutes</p> <p>Evidence of working in an environment where experience includes taking initiative and self-motivation</p>	<p>Legal, Company Secretarial, Executive Assistant or previous experience as a Clerk to a Governing Body or similar board</p> <p>Knowledge of Governing Body procedures</p> <p>Experience of working with volunteers</p> <p>Knowledge of Data Protection legislation</p>
Skills and abilities	<p>Gravitas, integrity, positivity and diplomacy</p> <p>Ability to listen, record and report accurate minutes</p> <p>Self-motivated and happy to combine high level tasks with more mundane ones.</p> <p>Highly discreet with the ability to remain impartial</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to work collaboratively in a team and lead projects effectively</p> <p>Strong organisational and time-management skills, and ability to work to deadlines</p> <p>Attention to detail and commitment to maintaining high-quality standards.</p>	
Aptitude	Ability to demonstrate a willingness to attend appropriate training and development.	
Circumstances	Available to work flexibly to manage peaks in workload and in support of wider school functions from time to time	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	
Equal Opportunities	Understanding of the requirements of Equality and Diversity.	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on Wednesday 21 August 2024.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.