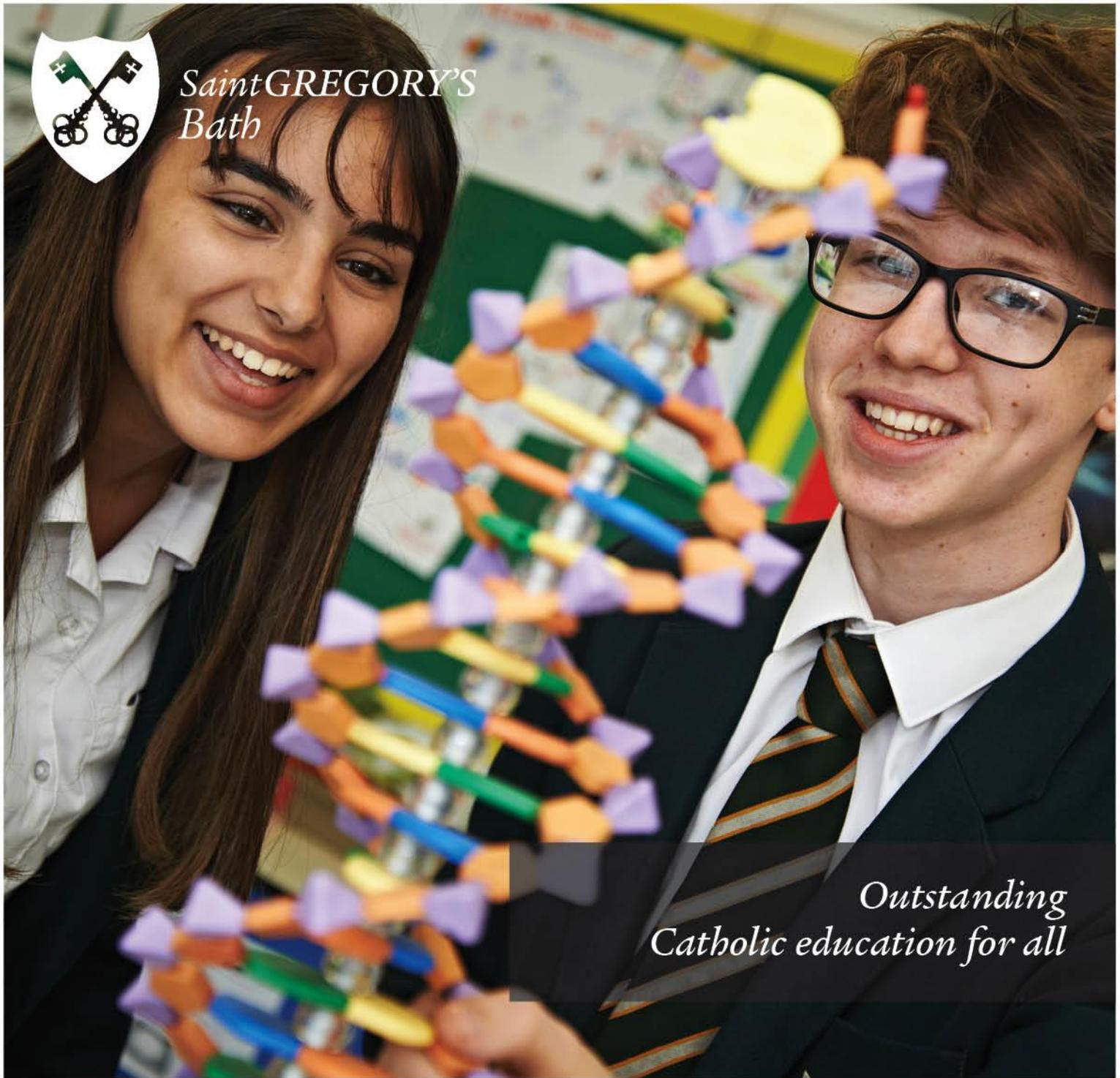




*Saint GREGORY'S
Bath*



*Outstanding
Catholic education for all*

Application pack for the post of:

Clerk to Governors

Closing date:

Midnight, Sunday 1 November 2020

Interviews:

W/C 2 November 2020

“In Christ we flourish”



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent



*Saint***GREGORY'S**
Bath

Welcome to Saint Gregory's

Dear Prospective Applicant,

Thank you for your interest in the post of Clerk to Governors at Saint Gregory's, Bath to start as soon as possible. This is a pivotal role over-seeing the administrative functions of our school's governance team, ensuring that the business of the Governing Body is conducted efficiently, effectively and in accordance with the relevant duties and responsibilities.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our last Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish.

We are looking for a self-motivated, flexible and well-organised Clerk to Governors to provide an efficient and confidential administrative and clerking service. If you are successful you will be joining an established, successful and highly skilled school team, working alongside our committed and dedicated school governors.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are a friendly, inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by **midnight on Sunday 1 November 2020**. Interviews will be held **week commencing 2 November 2020**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact my PA, Mrs Gormley, on **01225 838200** or by email at gormleys@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headteacher

"In Christ we flourish"



“This is an outstanding school.”

Ofsted



Saint GREGORY'S
Bath

About this role

Post:	Clerk to Governors
Contract type:	Permanent, part time, term time only (approximately 8 hours per week, primarily after school and evenings)
Salary:	B&NES Grade 4 SCP 7-8 £20,092-£20,493 (actual salary £3,665 for 8 hours per week)
Start date:	As soon as possible
Closing date:	Midnight Sunday 1 November 2020
Interviews:	Week commencing 2 November 2020

We are seeking a professional and highly organised Clerk to Governors to join our supportive and friendly team. This is a pivotal role over-seeing the administrative functions of our school's governance team and ensuring that the business of the Governing Body, is conducted and clerked efficiently, effectively and with due regard to governance legislation and statutory practice guidance.

Knowledge of the clerking process would be a distinct advantage, however, is not essential, as training can be provided where necessary. Some hours can be worked flexibly each week, as agreed with the Chair of Governors and the school, however, attendance at after school and evening meetings is essential (currently held remotely due to COVID-19).

Applications are invited from individuals who are currently either working as a Clerk to Governors, an exceptional administrator or a well-organised, efficient professional, who is seeking a part-time, flexible position and can demonstrate:

- Excellent verbal and written communication skills, maintaining confidentiality at all times;
- Excellent IT skills and the ability to use Microsoft Office applications at a professional level, particularly Word and Excel;
- A passion for accuracy and attention to detail with excellent organisational skills;
- The ability to build and maintain professional working relationships with a wide range of stakeholders and personnel;
- A flexible and proactive attitude.

In return, the successful candidate can expect:

- Outstanding professional support;
- Comprehensive training opportunities;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Flexible working arrangements;
- Access to the Local Government Pension Scheme;
- Free on-site parking

If you would like to be a part of this successful and thriving school, and are a suitably qualified and highly motivated professional, we would like to hear from you. For an open conversation about the role and/or to arrange a visit prior to application with the Headteacher please contact the Headteacher's PA, Mrs Gormley, on **01225 838200** or email gormleys@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset; a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”

Clifton Diocese Inspection Report





Job Description

Post Holder:	Clerk to Governors
Line Manager:	Chair of Governors
Salary Scale:	B&NES Grade 4 SCP 7-8
Hours:	Approximately 8 hours per week, term time only

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy. All responsibilities in this job description relate to the Governing Body of St Gregory's, and its committees.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To ensure that the business of the Governing Body is conducted and clerked efficiently, effectively and in accordance with the relevant duties and responsibilities.
- 1.2 To ensure that business is undertaken within the current legislative framework and will be completely confidential in all their dealings.
- 1.3 To provide effective administrative support to the Governing Body.

2. Key Duties and Responsibilities

2.1 Administration

- 2.1.1 Draw up with the Chair of Governors and Headteacher the agenda for meetings of the Governing Body and its committees.
- 2.1.2 Collate and send out the agenda, reports and relevant documentation at least seven working days before meetings.
- 2.1.3 Attend Governing Body and Committee meetings to record attendance, take notes and prepare draft minutes which will, inter alia, include decisions made and actions to be taken when and by whom.
- 2.1.4 Offer advice on procedure as required.
- 2.1.5 Send draft minutes of the Governing Body and Committee meetings to the Chair and Headteacher for amendment/approval by the Chair.
- 2.1.6 Copy and circulate draft minutes to all governors once approved.
- 2.1.7 Keep a minute book of signed minutes and all relevant papers as the official record of the Governing Body.
- 2.1.8 Advise absent governors of the dates of the next meeting.

2.2 Membership of Governing Body

- 2.2.1 Maintain a database of names, addresses and category of Governing Body members, and their term of office.
- 2.2.2 Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- 2.2.3 Maintain copies of current terms of reference and membership of committees and working parties and nominated governors.
- 2.2.4 Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.



- 2.2.5 Inform the Governing Body of any changes to its membership.
- 2.2.6 Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
- 2.2.7 Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.
- 2.2.8 Ensure that appropriate DBS disclosures have been successfully carried out on all new appointees and re-appointees in line with school policy.

2.3 Advice and Information

- 2.3.1 Advise the Governing Body on procedural issues.
- 2.3.2 Distribute and maintain records of Governing Body correspondence.
- 2.3.3 Ensure that statutory policies are in place and that a Register of policies is maintained to ensure policies are reviewed at appropriate times.
- 2.3.4 Liaise with the Marketing Manager to ensure the school website is updated with the correct Governor details; the structure of the Governing Body; the latest version of policies and that Ofsted and Governors' secure website areas are up to date.
- 2.3.5 Liaise with the Data Manager to ensure our 'Get Information about Schools' webpage is correct.
- 2.3.6 Ensure that new governors have a copy of The Governance Handbook and other relevant information.

2.4 Other Matters

- 2.4.1 Attend interviews or hearings of the Governing Body and/or its committees.
- 2.4.2 Coordinate Governor attendance and arrangements for Permanent Exclusion meetings.
- 2.4.3 Coordinate all arrangements for consultations relating to Admissions Policy reviews.
- 2.4.4 Maintain Governors' training and skills records.
- 2.4.5 Prepare briefing papers for the Governing Body.
- 2.4.6 Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda meetings of the FGB and Committees.

3. Physical Effort and Working Environment

- 3.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.
- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

4. Supervision received

- 4.1 The post holder will be directly managed by the Chair of Governors and the Headteacher.

5. Contacts

- 5.1 Close liaison with the Headteacher, members of the Senior Leadership Team and members of the Governing Body.
- 5.2 Appropriate adults and students within the school, Governors, the Local Authority, the Diocese, the DfE and outside agencies as required.



6. Professional Development

- 6.1 To take responsibility for personal professional development in conjunction with the line manager, keeping up to date with research and developments related to school efficiency which may lead to improvements in the day to day running of the school.
- 6.2 To undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- 6.3 Keep up to date with educational developments and legislation affecting school governance.

7. Additional Responsibilities

- 7.1 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

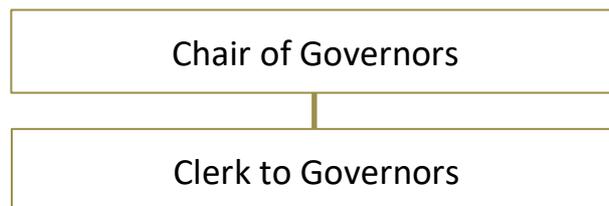
8. Safeguarding

- 8.1 The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

9. Special Notes and Conditions

- 9.1 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Safeguarding Lead.
- 9.2 The postholder will be required to promote, monitor and maintain health, safety and security in the workplace to include ensuring that the requirements of the Health and Safety at Work Act, COSHH and all other mandatory regulations are adhered to.
- 9.3 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 9.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher and Chair of Governors in consultation with the post holder.

10. Organisational Management Chart





“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”

Parent



Person Specification

Clerk to Governors	Essential	Desirable
Qualifications and professional development		
A minimum of five subjects at GCSE, O Level or equivalent including Maths and English	✓	
Holding, working towards or willing to train for a relevant professional qualification (National Training Programme for Clerks) or equivalent		✓
Professional Specification		
Proven administrative and organisational skills	✓	
Track record of professional success	✓	
Experience of working with outside agencies	✓	
Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel	✓	
Knowledge of educational legislation, guidance and legal requirements		✓
Clear understanding of the principles of Data Protection		✓
An understanding of the respective roles and responsibilities of governing bodies, school management teams, Diocesan teams and the DfE		✓
Experience of working in an educational environment		✓
Previous experience as a Clerk to a Governing Body		✓
Personal Specification		
Understanding of, and support for, the Christian ethos of the school	✓	
Outstanding verbal and written communication skills	✓	
Personable, approachable and courteous at all times	✓	
Commitment to excellence and the ability to lead by example	✓	
The ability to work quickly, accurately and under pressure	✓	
High levels of emotional intelligence and resilience	✓	
Initiative in undertaking tasks, ability to finish tasks and to prioritise workload	✓	
Flexible attitude to work and role when circumstances demand	✓	
Ability to work effectively with others	✓	
Understanding of equalities issues and commitment to working in a non-discriminatory way		✓
Practising Catholic		✓
Experience of working in church schools		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted



Saint GREGORY'S
Bath

How to apply

Closing date for applications: **Midnight Sunday 1 November 2020**
Interviews will be held on: **W/C 2 November 2020**

Applicants are asked to submit their application to:

The HR Department by email to hr@st-gregorys.org.uk or online at www.TES.com

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

If you have any questions please do not hesitate to contact the HR Manager, Miss Jackson, via email to **hr@st-gregorys.org.uk**.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our Child Protection Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Student Creed

At St. Greg's, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let's do something special,
Let's work together for a better future.

In Christ we flourish.



Saint GREGORY'S
Bath

Saint Gregory's, Bath

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An outstanding Catholic education for all