



Governors Vacancies at Windlesham School: 2 Governors & 1 Chair of Governors

We have vacancies on our board of Governors and are looking for governors with a range of backgrounds and experiences to join our team. We are currently looking for people who can share their knowledge and expertise to support our School's values and strategic aims. We would like to hear from you if you have:

- Time to contribute to the school
- Experience of strategic thinking
- An open and enquiring mind
- The ability to look at issues objectively and to work effectively as part of a team
- A willingness to join in debate and to make informed judgements

About Our School

Established in 1948, Windlesham School is a small, independent day preparatory school currently educating approximately 140 children aged 2 to 11 years. The school was founded with a vision to offer a distinctive educational experience—one that is truly independent, academically excellent, and accessible to a broad community, all within a warm and nurturing environment.

Seventy-seven years on, Windlesham School continues to thrive. We are proud to deliver a high-quality curriculum that balances academic rigor with enjoyment and enrichment. Our teaching practices are modern and forward-thinking, ensuring that we continue to provide an education that reflects our founding values and meets the needs of today's learners.

We take pride in being an affordable independent school, offering a broad, enriched, and balanced curriculum that supports and celebrates the unique talents and passions of every child.

Thanks to the dedication of our exceptional staff, the support of our governing body, and the active involvement of our parent community, the school has gone from strength to strength in recent years. This progress is reflected in our strong reputation and our recent "Excellent" rating in all areas by the Independent Schools Association (ISA).

About the Role

Governors set the strategic vision, constructively challenging current processes and use their unique perspective to support senior leaders in a variety of ways. Governorship also represents an opportunity to develop additional professional leadership and collaboration skills, all while making a real impact on children's education. Previous governance experience is an advantage but is not required as training will be made available. Any experience in the following areas would be of particular interest to our school :

- Safeguarding
- Legal fields
- Finance and Accounting
- Estates & facilities

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Preparing children for life



- Prep and primary education
- Marketing
- Social Media

Key Responsibilities of a Governor

- Governors are preferably local to the school so that they can attend and actively participate in 3 to 5 governing body meetings per year, primarily face to face, with some flexibility for online attendance .
- Collaborate with fellow governors and school leadership to set and review the strategic vision and priorities of the school
- Provide constructive challenge and support to ensure the school delivers excellent education and pastoral care
- Support the school through the process of ISI independent school inspections
- Uphold the values and ethos of Windlesham, ensuring compliance with governance best practice and statutory requirements
- Oversee key areas such as finance, marketing, legal matters, or human resources, depending on your expertise
- Oversight of areas of legislative compliance such as Health and Safety, and the Independent Schools Standards Regulations
- Provide oversight of educational outcomes, financial performance, and compliance
- Act as a critical friend to the Headteacher and senior leadership team
- The ability to work effectively in a team
- Champion the school's values and long-term sustainability
- Ensure that safeguarding measures are rigorous and robust and in line with legislation.
- Attend some school events and monitoring exercises as requested.

The normal term of office for a governor is 3 years with the possibility for re-election.

Required Qualifications and Experience

- Commitment to the role and a genuine passion for improving outcomes for young people
- Willingness to engage fully with governance responsibilities and training as required
- Ability to work collaboratively as part of a diverse and inclusive governing body
- Capacity to be able to read documents prior to each meeting
- Able to support the school at some external events
- Pass an Enhanced DBS check

Desirable Qualities

- Strong communication and analytical skills
- A proactive and inquisitive mindset, eager to contribute ideas and ask challenging questions
- Experience or background in legal, finance, marketing, or human resources is highly desirable
- Experience in Primary Education/EYFS
- Enthusiasm for working closely with school leaders to develop and improve the school
- Able and willing to come into school to be part of school life from time to time.

Additional Chair of Governors Responsibilities

In addition to the responsibilities above, the Chair will:

- Lead the Governing Body with clarity, integrity, and purpose
- Oversee the appointment of a new Head or Bursar



- Oversee processes for dealing with grievances, disciplinary procedures, and formal complaints, in accordance with school policies
- Lead or oversee the Head's, and where appropriate the Bursar's, appraisal
- Exercise a key role in the recruitment and induction of new governors
- Foster effective governance and ensure strong relationships with school leadership
- In consultation with the Head and Bursar, set agendas, chair meetings, and ensure decisions are actioned
- Represent the Governing Body at key school and community events, occasionally speaking in public with confidence at some of these events.

The maximum total term of office for the Chair of Governors would normally be for a period of no more than 6 years.

Salary

This is a **voluntary** position offering the rewarding chance to impact young people's education and wellbeing.

If you are ready to bring your skills and passion to Windlesham School & Nursery and help shape the future of our young people, we would love to hear from you.

How to Apply

Should you require, we welcome, before any formal applications, informal conversations with either the headteacher or chair of governors to find out more about either of these roles. If you wish to arrange this then please contact Fiona Kidney on the email below.

To express your interest, please send a CV and a brief covering letter outlining your motivation and relevant experience to:

Fiona Kidney on pa@windleshamschool.co.uk

Deadline for applications: 12pm on Friday 26th September

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including Disclosure and Barring Service checks and other checks relevant to the role of Governor.