



## **Clerk to the Governors**

### **THE SCHOOL**

RMS is a leading independent girls' day/boarding School with around 1000 pupils aged 2 to 18 and over 310 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

### **The Role**

Reporting to the Chair of Governors and the Head of RMS, the Clerk to the Governors will be responsible for providing advice to the RMS Board on governance, constitutional and procedural matters. The clerk will help them meet their statutory duties and attain / retain outstanding outcomes for all pupils. Working within the current legislative framework and by providing effective administrative support, the clerk will ensure the continuity of RMS Board business whilst observing confidential requirements.

### **Job Specification**

Working with the Chair, RMS Board and the Head of RMS, the main areas of responsibility which attach to the position are set out below although the list is not exhaustive and the successful applicant may be expected to assume additional responsibilities from time to time.

- 1 Ensuring that governance is carried out in accordance with the Governing Instrument for the School with particular reference to:**
  - Size & membership of the governing body
  - Retirement of existing governors & appointment of new governors
  - Regularity of meetings
  - Maintaining a record of attendance at meetings
  - Maintaining relations with nominating bodies (eg MCF)
  - Ensuring the appointment of office-holders (Chair, Deputy Chair, Committee Chairs)
  - Ensuring that decisions are made, and recorded, in accordance with governing protocols
  - Ensuring that the Governing Instrument still meets the needs of the School and advising the Governing Body of appropriate or necessary amendments
- 2 Preparing, reviewing and updating additional governance protocols:**
  - Identification of Committees and Working Groups
  - Ensuring that appropriate Terms of Reference exist for Committees and Working Groups (normally prepared by their Chairs and ratified by the full Governing Body)
  - Recording membership & Chairmanship of Committees & Working Groups
  - Ensuring appropriate reporting structures from such Committees to the full Governing Body
  - Ensuring that clear rules exist to determine the decision-making authority for Committees etc.

**3 Ensuring that, for all new governors, the following are conducted on behalf of the Chair of Governors:**

- Formal identity checks
- Right to work in UK checks
- DBS disclosure check or equivalent
- Registration with Companies House as a director and Charity Commission as Trustee
- Completion of deed of covenant, declaration of responsibilities, or similar document

**4 Induction and training**

- Ensuring organisation of appropriate induction and training of new governors
- Ensuring agreed and appropriate ongoing training is organised for all governors, as agreed by the full Governing Body, and recording such training
- Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school and arranging regular training and updating for governors in these areas
- Ensuring that the systems through which School managers report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities

**5 Ensuring the efficient functioning of governance:**

- Communication with governors between meetings
- Maintaining & updating the governors' portal on the School web-site
- Providing an administrative service for the RMS Board to include preparation and updating of documents relating to the Governors e.g. biographies, committee list, contact list etc;
- Preparing & circulating timetables of meetings of the full Governing Body & its Committees\*
- Preparing & circulating agendas for meetings of the full Governing Body & Committees\*
- Ensuring satisfactory circulation of pre-meeting papers\*
- Ensuring appropriate minuting of these meetings & the prompt circulation of these minutes\*
- Overseeing occasional audits of governance (either internal or external), as instructed by the Chair
- Maintaining full and appropriate records of all governance activity.

\* *(excluding Curriculum and Pastoral Sub-Committees)*

**6 As required:**

- Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix (if appropriate) and advising the Chair accordingly.
- Following instructions from the Governing Body regarding routine appraisal of the Head and the DFO.
- Following instructions from the Governing Body regarding processes for the appointment of the Head or DFO when the need arises.
- Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).

### **Person Profile**

All staff are expected to conduct themselves in line with the School's values of Inclusivity, Courage, Ambition, Kindness, Perseverance and Integrity.

### **Person Specification**

#### **Qualifications and attainments**

- Good all-round education with a willingness to attend appropriate training and development

#### **Skills and Experience**

The successful candidate must be able to demonstrate:

#### Essential Skills

- Excellent IT skills.
- Experience of clerking committees including preparation of agendas, taking minutes and advising members on relevant legislation and procedures.
- The ability to work as a member of a team with the ability to take initiative and self-motivation.
- Excellent planning and organisational skills and the ability to keep to deadlines.
- Excellent listening, oral and literacy skills, the ability to clearly disseminate information to the RMS Board and relevant partners.
- Sound record keeping and information retrieval.
- Understanding of requirements for record keeping and legal compliance for a governing body of an independent school.
- Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner.

#### Desirable Skills

- Knowledge of Independent Schools Inspectorate (ISI) regulatory requirements and guidance.
- Knowledge of legislation in Equal Opportunities and Data Protection requirements.
- Experience of working in a School or other educational environment.
- Experience of google suite and shared drives.

#### Personable Attributes

- Passion for education.
- Integrity and confidentiality.
- A flexible approach to working hours (there will be a requirement for some evening and weekend working, and attendance at INSET is required, as well as an understanding of the need for contact outside these times at mutually convenient times).
- Commitment to CPD and a willingness to attend the AGBIS Training for Clerks to Governing Bodies or equivalent.
- Demonstrable commitment to keeping up-to-date with current educational developments and legislation affecting school governance.

### **Terms of Employment**

Attendance will be required at Full RMS Board and most Committee Meetings, which are held at varying times in the day, including some early evenings.

The terms of employment include:

- 250 hours pa. The postholder will be required to be flexible and work additional hours where required, this will be remunerated separately.
- 5.6 weeks paid holiday pro-rata (holidays taken in agreement with the Head/ Chair of Governors)
- Access to Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

### **Disclosure and Barring Service**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.