



# **Kendrick School**

# **Support Staff Application**

# **Pack**

**Governance Officer - Clerk to the Governing Body  
Required for Start Sep 2022**

**CLOSING DATE: 5pm – Fri 17<sup>th</sup> June**

**INTERVIEWS w/c 27 June**

**We reserve the right to close the application process early if a suitable applicant applies and is  
appointed**

# Letter from Trustees

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Dear Applicant,

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our Governance Officer (Clerk to the Trust Board) vacancy. This is a part time role requiring approximately 200 hours of work per year.

Kendrick School is an 11-18 selective girls' academy. It has a local and national reputation for being an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education and has consistently been identified by the Department for Education as being in the top 1% of schools in the country.

Kendrick is a forward-looking school and grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed. All staff are hardworking and dedicated to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. Students are bright, enthusiastic, curious and have a love of learning.

As an outstanding school, Kendrick seeks to work with other schools and organisations and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with educational schools and businesses in our local area. These associations benefit the students of Kendrick, as well as students in our neighbouring school. We share our good practice and offer opportunities to primary and secondary students in the Reading area. Currently Kendrick is a hub school in the Science Leadership Partnership and provides support and expertise to schools in the teaching of Science.

Kendrick is going through an expansion process: in September 2020 the school increased its year 7 intake by 32 students becoming a four-form entry school. This increase will work its way through the school years reaching full capacity in 2024. The additional places are prioritised for Pupil Premium students (PPG) and students in the Reading area, called Priority Area 1 in our admissions process. In our Widening Horizons work we are committed to achieving greater participation of students from local Reading primary schools and to this end we have a homework club and provide support for pupil premium children and their families who wish to apply to Kendrick School.

Underpinning all that goes on at Kendrick is the superb *Kendrick Community Spirit*. There are excellent relationships between staff and students. Staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an expert governing body and an active parents' association, the Kendrick Parents' Society. Any day at Kendrick is busy, fun and enjoyable!

The board of trustees (governors) work closely with the Headteacher and senior staff to agree strategy and are ultimately responsible for the educational and financial performance of the school.

As the Trustees of Kendrick, our vision is to *lead, inspire and make a difference to the lives of girls and young women*. We believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. Our commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp the opportunities to secure its future.

**Kendrick Board of Trustees**

# Governance Officer - Clerk to the Governing Body

## Job Description

<b>Reports to:</b>	Chair of Trust Board
<b>Grade/Pay Scale:</b>	Band 8 point 17-19 (depending on qualifications and experience )
<b>Employment Status:</b>	Part time, based on 200 hours per year mostly during school term times + leave entitlement 6-month probationary period
<b>Hours of Work</b>	Currently: Most Trust board and sub-committee meetings take place 4.30pm – 6.00pm in term time. There are usually 19 meetings per year with a mixture of remote and in-school meetings. One of the meetings is an annual all-day governor meeting (in term time) There are occasional ad-hoc and/or extraordinary meetings at other times (e.g. appeals, hearings)  Hours can be worked flexibly, subject to the overall required timescales of meeting preparation and generation of minutes etc.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Local Government Pension Scheme</li><li>• Free onsite car parking</li><li>• Use of onsite swimming pool and sports facilities</li></ul>

### JOB PURPOSE

The academy trust governance officer is responsible for overseeing aspects of governance effectiveness and compliance within the trust, ensuring such governance adheres to good practice and meets the relevant statutory and regulatory requirements. This is achieved by:

- Supporting the efficient and effective operation of the trust board and its committees
- Providing advice and guidance regarding governance legislation and procedural matters where necessary before, during and after meetings
- Assisting with the development of the trust's governance framework and driving improvements to its systems, processes and structures
- Advising and coordinating the delivery and ongoing improvement of governance

### MAIN DUTIES AND ACCOUNTABILITIES

#### 1. Effective organisation and administration of trust board meetings

- Maintain the cycle of trust board and committee meetings with associated 'template' agenda items
- In conjunction with the headteacher and relevant chair prepare, agree and distribute focused agendas for all trust board and trust sub-committee meetings
- Liaise with those preparing papers to ensure they are available on time and distribute the agenda and associated papers.
- Ensure meetings are quorate
- Record the attendance of trustees (governors) at meetings and record any apologies

- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair for review
- Circulate the reviewed draft to all members of the committee
- Follow-up any agreed action points with those responsible and inform the chair of progress

## **2. Manage statutory information and governance documentation**

The Governance officer (clerk) should be the first point of contact for information and documentation that details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- Maintaining appropriate records of trust board and sub-committee memberships, along with any terms of reference
- Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (eg on the trust and/or school website) and in line with statutory requirements
- Ensuring that governance-specific risks are included in the trust's risk register
- Providing support to the Company Secretary in the production of the annual report and governance statement published with the trust's annual accounts
- Managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- Developing trust-specific documents such as a governance code of conduct and skills matrix
- Maintaining the trust's online governance portal

## **3. Oversee governance membership and structure**

In order to ensure the efficiency and effectiveness of the trust's governance framework, the governance officer (clerk) shall:

- Ensure the trust board and its committees are properly constituted
- Advise trustees (governors) and appointing bodies in advance of the expiry of a trustee's term of office, so elections or appointments can be organised in a timely manner
- Advise the trust board on succession planning
- Chair that part of meetings at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Support the trust board in developing effective and inclusive recruitment practices which promote diversity
- Oversee trustee and academy committee member recruitment and appointment as required, advising on election and appointment procedures
- Organise and coordinate the election of parent and staff trustees
- Develop and operate the trustee induction process
- Advise trustees of relevant training courses and maintain a record of training undertaken

## **4. Manage Information**

- Maintain up to date records of the names, addresses and category of trustees and their term of office
- Maintain a record of trustee DBS checks and ensure these are renewed as necessary
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g., Safeguarding, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of trust correspondence
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Prepare briefing papers as necessary

- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees relevant to vacancies
- Maintain archive material
- Maintain a register of trustee pecuniary interests and ensure the record of trustees' business interests is reviewed regularly and lodged within the school

#### **5. Policy Management & Development (Optional role scope)**

- Maintain a trust policy register and manage the update, review and approval cycle for each policy (circa 80 policies)
- Draft updates to policies through mechanisms such as:
  - Researching appropriate 'model' policies and customising for Kendrick use
  - Liaising with appropriate staff skilled in the particular policy area
- Ensure copies of statutory policies and other school documents approved by the trust board are kept in school and published as agreed, for example, on the website

#### **6. Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

# Person Specification

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An enhanced DBS clearance is an essential requirement

	Selection Criteria	
	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Education to A Level or equivalent</li> <li>• Equivalent of GCSE passes in English &amp; Maths</li> <li>• Good written &amp; spoken English</li> <li>• Evidence of practical work experience in a similar role</li> </ul>	Level 3 certificate in Clerking of School and Academy Governing Boards – ability and willingness to undertake this will be supported
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent administrative skills</li> <li>• Excellent communication and interpersonal skills</li> <li>• Proficient in MS Office - able to use majority of system's functions. Utilise ICT to access &amp; communicate information</li> <li>• Be able to prioritise tasks and to be able to show initiative with dealing with day-to-day situations.</li> <li>• Problem solving skills and the ability to apply diplomacy and tact when appropriate</li> <li>• Ability to actively listen in order to assess important information</li> </ul>	Awareness of Safeguarding issues
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Confident and professional</li> <li>• Able to work flexibly to support others and respond to unplanned situations</li> <li>• Able to work constructively as part of a team</li> <li>• Able to appropriately deal with confidential information</li> <li>• Efficient and meticulous in organisation</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>	

# Safeguarding at Kendrick School

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At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every three years
- New staff receive training within one month of joining Kendrick

## Safer Recruitment Policy

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in [9 Protection Policy](#) and the [Keeping Children Safe in Education Guidance \(2020\)](#).

We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities. Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our students aims to help keep students safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

### Individuals who have lived or worked outside the UK

Section 3, Point 172, of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and

colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18. In addition, every new starter is checked on the NCTL Teacher Services system for the following:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

## How to apply

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- Please complete the [application form](#) which you download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to [xxx@kendrick.reading.sch.uk](mailto:xxx@kendrick.reading.sch.uk) by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

## Guidance notes on completing the application form

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(Only the sections marked with an asterisk (\*) will have guidance notes below)

### Personal Details

Please enter your personal details fully so we may contact you about your application

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

### References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

**Newly Qualified Teachers (if applicable):** NQTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to



children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

**Internal Applicants:** Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment ([Keeping Children Safe in Education 2020](#) para 161) written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview

### **Education/Qualifications/Training**

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

### **Previous Employment/Activity**

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

### **Skills, Abilities, Knowledge and Experience**

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

### **Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)**

#### **IMPORTANT**

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of "spent" convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

### **Obtaining police checks for period lived outside the UK**

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

### **Filtering of Cautions and Convictions**

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

### **The Filtering Rules**

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).