

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



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www.holtschool.co.uk

Clerk to Governors

6 Hours per week, term time only

**Salary: Grade 4 SCP 11
Actual salary £2925 per annum**

Start Date: October 2020

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

The Clerk plays a vital role in ensuring the smooth running of meetings, preparing agendas and papers and taking accurate minutes. They will advise on governance, constitution and procedural matters and provide full administrative support to the Governing Body.

The successful candidate will ideally have experience of working effectively in a clerk/administrative or secretarial role and be able to demonstrate excellent organisational and communication skills. Candidates should also have experience of effective record keeping, strong IT skills and be committed to maintaining confidentiality at all times. Experience of clerking in an Academy school is desirable.

This role requires a flexible approach to working hours and the ability to work from home is possible. The successful candidate must be able to attend a minimum of 16 meetings per school year, some of which are held during the evening, however, there will be a requirement to attend some meetings during the day.

Application forms and recruitment pack are available to download from the school [website](#)

Please note that CVs will not be accepted. Prospective applicants are welcome to email Mrs Katie Warner HR Assistant on k.warner@holt.wokingham.sch.uk for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

Applications will be reviewed as they are received and interviews arranged accordingly.

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JOB DESCRIPTION



Job Title: Clerk to Governors	Name:
Reports to: Chair of Governors	Issued: October 2020
Grade/Pay Scale: 4	Hours of work – 6hrs a week, term time only
Employment Status: Permanent	

To be line managed by the Chair of Governors

To provide support and assistance to the Governing Body in the performance of its statutory obligations.

- a) To be responsible for convening Governing body and committee meetings and completing all administrative tasks to ensure Governors are fully prepared for each meeting, attend meetings, prepare draft minutes, circulate minutes and ensure agreed actions are carried out.
- b) Liaising with the Chair of Governors and Co-Headteachers to make sure that all statutory obligations are fulfilled.
- c) To provide a full range of administrative support for the Chair of Governors and committee chairs.
- d) To administer the appointment procedure and induction of new Governors. Maintain all records and information necessary for the smooth running of the Governing Body.
- e) Attend termly briefing meeting organised by Wokingham Governor Services to keep up with developments and legislation relating to governance of academies. Advising the Governing Body on constitutional matters, procedures for school governance, and recommended good practice, not including all legal advice.

To undertake such additional or amended duties appropriate to the post as may be allocated from time to time after consultation with the postholder.

This job description will be reviewed annually, as part of an overall review of the work and responsibilities of the postholder.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: **Date:**

Post Holder

Signed: **Date:**.....

Co-Headteacher

Person Specification: Clerk to Governors	Essential	Desirable
Education		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
A Levels/Post 18 qualifications		✓
Good IT skills – working knowledge of Word Excel and Power point	✓	

Skills		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

Personal Qualities:		
Discrete and ability to work confidentially	✓	
Excellent relationships with students and colleagues	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible approach to working hours and willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eight form entry in the main school and a co-educational sixth form making a total roll of 1281

The school, situated on the western side of the town, was founded in 1931 and whilst we are proud to uphold those traditional values by maintaining high standards of behaviour and expectations we have a modern outlook, we are ambitious and excited to embrace change.

As well as the broad and balanced curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication of our staff as well as the hard work from our students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at grade 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight which enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

We have 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. There are also personalised CPD pathways including coaching and leadership training and pathways for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

INSPIRE - CHALLENGE - ACHIEVE

"To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society

This 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 posts are subject to an enhanced Disclosure and Barring