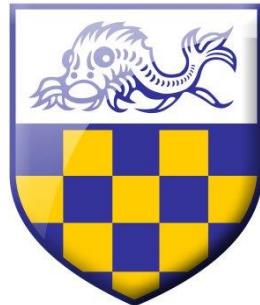


# **Longhill High School Rottingdean Brighton**



## **Information Pack 2017**

**Clerk to Governors**



# Longhill High School

September 2017

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.longhill.org.uk](http://www.longhill.org.uk)

Our recent Ofsted Inspection Report (2016) has confirmed that Longhill is moving in the right direction, citing that 'there is much expertise within the teaching staff which generates enthusiasm for learning in many pupils'. Longhill is a truly comprehensive school, with a lively and committed staff that are united in their determination to make it a great school in which all our present and future students can fulfil their potential.

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk). Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Senior Clerk to the Governors

**Reports to:** Chair of Governors

**Department:** Schools

**Section:** Multiple

#### **Purpose of the Job**

To provide support to the school's governing body by servicing meetings, providing advice on procedural and constitutional matters, and undertaking other administrative duties associated with the effective operation of the governing body.

#### **Principal Accountabilities**

1. Prepare the agenda in consultation with the chair of governors and headteacher and ensure statutory and standard items are included on the agenda at the relevant meeting. Issue agendas, papers and notices of all governors' meetings within the legal timescale.
2. Attend all meetings of the full governing body and other committees/working groups as agreed with the chair of governors, and take accurate minutes of the meeting, to reflect clearly the discussions and decisions taken. Circulate draft minutes within an agreed timescale.
3. Administer the organisation and clerking for governor panels such as pupil discipline, staff grievance, staff discipline and complaints in own school and/or other schools in the city.
4. Maintain the minute book or file of signed minutes, records of all governing body meetings, current terms of reference, approved policies, a schedule of policy review dates, the current Instrument of Government and other relevant documentation, at the school. Archive information at agreed periods.
5. Update and maintain high level knowledge of and liaise with the local authority (LA) and Department for Education (DfE) as appropriate on issues relating to school governance, in order to advise the governing body on relevant procedural matters, policy issues and current/relevant legislation and statutory requirements.
6. Research and investigate new model policies and recommend method of implementation to the chair of governors.

7. Provide support and mentorship to less experienced clerks to governors (lower grade).
8. Give advice and support to new governors and governors taking on new roles such as chair of governors or chair of a committee.
9. When appropriate, provide advice and feedback to governors in meetings.
10. Actively participate in Clerks' Forums to share best practice across the city.
11. Provide high level administrative support to the chair of governors, eg produce a Governing Body Year Planner that shows all meetings and main actions for the governing body and committees at different points in the year.
12. Maintain an accurate record of attendance at meetings and acceptance of apologies. Record a schedule of governor visits to schools where required.
13. Maintain a database of current governors, including names, addresses, areas of responsibility, membership of committees and terms of office, ensuring information is always accurate. Ensure governors have signed a declaration of eligibility and completed an annual declaration of pecuniary interests. Advise the LA promptly of any changes to governing body membership.
14. Liaise with the governing body/LA/Diocese when governors' terms of office are due to come to an end. Administer elections for new parent governors and staff governors when required, overseeing the democratic process in line with government requirements. Provide relevant information as agreed by the governing body, (including the Guide to the Law) for all new governors.

The post holder is responsible for ensuring that the Council's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Senior Clerk to the Governors

**Department:** Schools

**Section:** Multiple

<b>Job Related Knowledge, Experience and Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to minimum of NVQ Level 3 or equivalent</li><li>• Experience of minute taking and a good understanding of how meetings are structured</li><li>• Have attended, or demonstrate a commitment to attend, the Clerks' Accreditation programme</li><li>• Excellent knowledge of relevant policies / codes of practice and relevant legislation</li><li>• Experience of carrying out a wide range of administrative tasks at a senior level</li><li>• Good knowledge and understanding of relevant ICT packages (eg MS Word, Excel, web authoring)</li><li>• To research, analyse, interpret and provide advice on complex legislation and procedural matters</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Effective written and verbal communication skills and able to work with and communicate with staff of all levels</li><li>• Ability to work confidentially with sensitive and confidential information</li><li>• Ability to prioritise own workload to ensure deadlines are met</li><li>• Ability to keep accurate and up to date records</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Be flexible in terms of working hours, as many governors' meetings take place outside of normal office hours and can sometimes be called at short notice</li><li>• Demonstrate a willingness to undertake appropriate training and development</li></ul>

## **Clerk to the Governors**

The role of clerk required availability during the evenings for attendance at the 14 scheduled meetings throughout the year. These meetings occasionally take up to three hours to complete.

The clerk may also need to be available during the normal school day for attendance at Disciplinary or Exclusion meetings.

The clerk may work from home, or desk space can be made available at the school at certain times of the day. Photocopying can be done at any time during the day, but the reprographics room is less busy at the end of the school day.

The hours of work for the Clerk of Governors are estimated as being abn average of 6.9 hours per week, based over a full year. However in reality meetings do not place during school holiday periods. The expectation is therefore that some weeks of the year Clerking will exceed the 6.9 hours.

The following calculation applies:

### **Salary**

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary ÷ 52 weeks x paid weeks per year (44) ÷ full time hours (37) x actual hours worked (37).

**Therefore the starting salary for this post is in the range of**

**£20,661 x 44/52 x 4/37 = £1,890 raising to £2,073 per annum**

Estimated hours for Clerks

Clerking at Full Governing Board Meetings 3 x 9 = 27 hours

Committee meetings 12 x 7 = 84 hours

Clerking at Personnel & Finance Meetings 4 x 7 = 28 hours

Training = 10 hours

Recruitment of governors = 15 hours

General Admin and record keeping = 15 hours

Clerking Panels = 10 hours

Updating Governors Policy Documents = 20 hours

Attendance at unscheduled meetings = 10 hours

Distribution of documents = 17 hours

Total	208 hours
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*The above information is intended as a guide only*

(The Clerk will be entitled to 18.5 hours annual leave as calculated by the Brighton & Hove Annual Leave Calculator)



## Brighton & Hove

### SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

#### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

#### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

#### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.