

Invitation of Expression of Interest

We invite expressions of interest for the permanent, part-time post of Clerk to the Governing Body at The Latimer Arts College with immediate effect.

The position attracts a salary of £125 per meeting plus travelling expenses.

Schedule of Meetings

The current schedule of meetings is:

- Full Governors: 6 meetings per year on a Thursday
- Finance, Personnel and Premises Sub-committee: 3 meetings per year on a Monday

Details of the service required

- 1 To work effectively with the Chair and Principal before each Governing Body meeting to prepare a purposeful agenda which takes account of all pertinent college issues, together with relevant wider matters and is focussed on school improvement.
- 2 To support the Chair of Governors to meet the requirements of the role.
- 3 To produce paper work and agendas on time and to ensure the distribution of the agenda and papers so that recipients receive them at least seven days before the meeting to ensure Governing Body effectiveness.
- 4 To record attendance at Governing Body meetings and maintain a database of names, addresses, category and terms of office of Governing Body members and pecuniary interests.
- 5 To maintain a record of Governing Body and committee membership and committee terms of reference to ensure Governing Body effectiveness and to review when governors' terms of office are coming to an end, taking appropriate action.
- 6 To advise the Governing Body on legislation and procedural good practice where necessary before, during and after the meeting to ensure that the Governing Body is acting within its statutory responsibilities.
- 7 To attend Governing Body meetings, take notes and then prepare minutes indicating who is responsible for actions, recording all decisions accurately and objectively with timescales, thus ensuring an accurate record of Governing Body decisions and actions is maintained.
- 8 To send draft minutes to the Chair within 5 working days of the meeting for approval and then to circulate them to all Governors as soon as possible, normally within 7 days of the Chair's approval, or in line with what has been agreed with the Chair.
- 9 To ensure the College maintains a full record of all governors' business in order to meet all statutory and audit requirements.
- 10 To maintain strict confidentiality.

Qualifications

Interested candidates will be asked to provide evidence of experience and qualifications and at least two reference schools.

As a minimum, all persons involved in providing the service must:

- Have successfully completed the National Training Programme for Clerks to Governing Bodies
- Ensure they remain up to date with current educational developments and legislation affecting school governance.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure.

The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.

Should you wish to express an interest, please contact Ms Ridley, Principal's PA, on 01536 720310 or email vacancies@latimer.org.uk. Further advice and details will then be given as to the application process.

Closing Date – Wednesday 30 September 2020