

PINNER

HIGH SCHOOL



CLERK TO THE LOCAL GOVERNING BODY CANDIDATE INFORMATION PACK

Inspiring Learning

Beaulieu Drive, Pinner, HA5 1NB
www.pinnerhighschool.org

Dear Applicant,

Thank you for your interest in becoming the Clerk to our Governing Body.

Pinner High School is a new secondary school for the community of Pinner and Eastcote. Our first Year 7 students – our trailblazers – joined us in September 2016, and we will grow each year until this first cohort reach Year 13 in 2022/23.

Pinner High School was proposed by local high schools in Harrow, who have taken a leading role in its establishment and there are representatives from high schools on the Local Governing Body. Those schools are also establishing a new primary school (Harrow View Primary School) as part of the redevelopment of the Kodak site. Both schools are within Harrow Academies Trust – which is a “multi-academy trust”.

We are looking for someone who is motivated, very organised, has good ICT skills, and has experience in administration and governance to help ensure that the Local Governing Body functions effectively.

The school website provides more information about Pinner High School (www.pinnerhighschool.org).

I look forward to receiving your application.

Yours sincerely,



Dr. Andleeb Ahmed

Chair of the Local Governing Body

Clerk to the Local Governing Body

Reports to: Chair of Governing Body
Start date: 1st September 2018
Salary: £15.00 per hour
Hours: Approximately 75 to 90 per year

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students in 2020/21. Its onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There will be 12 additional places for students with Autistic Spectrum Disorder. (So the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB. The site is adjacent to the site of Cannon Lane Primary School, which is currently expanding from 3 forms of entry to 4.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

INTRODUCTION

There are expected to be 6 Local Governing Body and committee meetings per academic year, each lasting up to 2 hours and each estimated to require approximately 3-4 hours for preparation and follow up. There will be 3 additional half day in school meetings. It is anticipated that the role would require approximately 75-90 hours a year including some training / CPD.

JOB DESCRIPTION:

CORE PURPOSE

- To provide administrative support to the Pinner High School Local Governing Body;
- To organise all administration relating to meetings of the Governing Body and its committees;
- To liaise with the Chair of the Governing Body and the Headteacher to ensure that it functions effectively;
- To be responsible for advising the Governing Body on constitutional matters, duties and powers.

KEY RESPONSIBILITIES

The following duties will apply to meetings of the Local Governing Body (LGB) as well as any committees that it may establish.

Administration:

- With the chair and Headteacher, prepare a focused agenda for the Governing Body meeting and committee meeting;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Record the attendance of Governors at meetings, including any apologies and absences, and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting;
- Draft minutes of LGB and committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the LGB), the Headteacher;
- Circulate the reviewed draft to all Governors (members of the committee) and anyone else agreed by the LGB and within the timescale agreed with the LGB;
- Follow-up any agreed action points with those responsible and inform the chair of progress.
- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform the LGB and any relevant authorities of any changes to its membership;
- Send new Governors induction materials and ensure they have access to appropriate documents;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, 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 LGB correspondence;
- Ensure copies of statutory policies and other school documents approved by the Governing Body are kept in the school and published as agreed, for example, on the website.

Advising the LGB

- Advise the LGB on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for Governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body;
- Inform the LGB of any changes to its responsibilities as a result of a change relevant legislation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- Advise on the annual calendar of LGB meetings and tasks;

- Contribute to the induction of Governors taking on new roles, in particular chair or chair of a committee.

Membership:

- Advise Governors and appointing bodies in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of LGB pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the Governing Body;
- Maintain Governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the Governing Body on succession planning for all roles.

Additional Services:

- Clerk any statutory appeal committees/panels the LGB is required to convene;
- Assist with the elections of parent and staff Governors;
- Participate in, and contribute to the training of Governors in areas appropriate to the clerking role;
- Maintain a file of relevant Department for Education (DfE) / Education Funding Agency (EFA) and local authority guidance documents;
- Maintain archive materials;
- Prepare briefing papers for the LGB, as necessary;
- Conduct skills audits and advise on training requirements and the criteria for appointing new Governors relevant to vacancies;
- Perform such other tasks as may be determined by the LGB from time to time;
- Undertake appropriate and regular training and development to maintain your knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting academy and school governance.

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Local Governing Body or Headteacher to meet changing regulations or circumstances.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff. Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students.

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	Desirable	How Identified
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Degree or professional qualification		Yes	Application
Experience	Essential	Desirable	How Identified
Proven administrative experience including minute taking, record keeping and report writing	Yes		Application Reference Interview
Previous experience of working in a similar role in an education environment		Yes	Application Reference Interview
Knowledge of academy governance		Yes	Application Interview
Knowledge of data protection		Yes	Application Interview
Knowledge, Skills and Abilities	Essential	Desirable	How Identified
Excellent ICT skills, in particular Word, Excel, and PowerPoint	Yes		Application Interview
Demonstrates excellent communication skills, including telephone manner and letter writing	Yes		Reference Interview
Well organised and able to prioritise effectively	Yes		Application Reference Interview
Other Requirements	Essential	Desirable	How Identified
Enthusiasm, flexibility and commitment	Yes		Reference Interview
Able to work effectively to, and meet, tight deadlines while maintaining accuracy	Yes		Reference Interview
Able to deal effectively with sensitive / confidential issues	Yes		Reference Interview
Own computer with recent edition of MS Office, home internet connection with personal email address	Yes		Application Interview
Ability to respond in a timely fashion to requests from Governors or senior leaders	Yes		Reference Interview
Ability to attend training sessions which may be during the day or evening	Yes		Application Interview
Ability to attend twilight, evening, and early morning meetings	Yes		Application Interview