

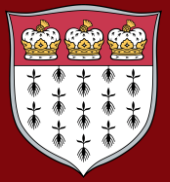
SKINNERS'
ACADEMIES TRUST



Clerk to School Governors

September 2024

Introduction from the Senior Executive Leader



Dear Candidate,

I am delighted that you are interested in a position with the Skinners' Academies Trust.

Skinners' Academies Trust is a new, collaborative Trust of six high-performing schools in Kent and London, spanning primary and secondary phases and including both comprehensive and selective schools. Launched in September 2023, we have over 600 teaching and non-teaching staff working together to improve outcomes for nearly 5,000 students.

The new Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company – one of the ancient Livery Companies of the City of London with a philanthropic tradition dating back some 700 years.

We have three founding principles which guide the development of our Trust. First, we encourage and enable every academy to achieve true **excellence** in its context, so that our students receive the best preparation for life. Second, to do this we promote **collaboration** wherever possible, in the interests of all academies. And finally, we value the **diversity** of our academies and maximise local decision-making.

Many of our schools are in areas with historically poor educational opportunities and we are excited about how we can transform this by working more closely together. We have high aspirations for the quality of education we offer every one of our students, and the inclusive, supportive culture we build for them. We are building a small central team of talented, dedicated experts to help make this happen.

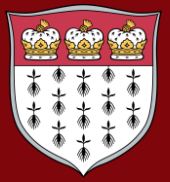
We know we cannot achieve our aspirations without the brilliant, committed and enthusiastic staff we have across our schools. We are looking for a strategic and collaborative leader to put us at the forefront of finding and retaining these people. This might involve strategic partnerships in recruitment; building our brand; enhancing our employee offer; or improving the experience staff have through HR process and policy. You will have the experience and judgement to help us prioritise and deliver these goals.

So – if you have high aspirations for young people and want to help us shape the future of a unique Trust and its schools, please get in touch. We would love to receive an application from you.



Ian Anderson
Senior Executive Leader
Skinners' Academies Trust

Our Vision and Values



Skinners' Academies Trust's mission is to provide our young people with the opportunity to make the most of their talents and fulfil their potential. To do that we ensure that our schools have first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.

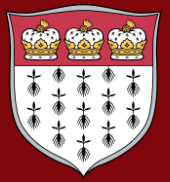
The Trust aims to:

- **Promote** collaboration and the sharing of excellent practice, drawn both from within the group and from the wider education sector;
- **Enable** the most efficient use of resources;
- **Preserve** and celebrate the diversity, autonomy and unique culture of each of the schools in the Trust;
- **Invest** in the best possible professional development for our staff, and a more joined-up approach to teacher recruitment and progression;
- **Assist** its leaders at all levels to meet regularly, to exchange ideas and solve problems; and
- **Share** specialist expertise and best practice in areas such as SEND and mental health.

We offer all employees an exciting and vibrant place of work with high quality continued professional development. We also offer:

- A valuable pension package for non-teaching staff through the local government pensions scheme
- Private health insurance
- Kent Local Authority reward scheme
- Depending on school location, a fitness suite, sports facilities and EV charging stations





Clerk to School Governors

Job Title: Clerk to School Governors

Responsible to: Head of School Governance

Location: Governors' meetings across our schools/home working

Role term: Permanent

Hours: 4hrs per week (Term Time Only) – There may be more hours available depending on your availability

Salary: £35,000 per annum, pro rata

Role purpose

We are looking for an experienced school and academy clerk to provide first-class support to Governing Bodies and Committees across this successful family of schools.

Role responsibilities

Clerking

- To prepare agenda for meetings on occasion in liaison with the Head of School Governance, the Headteacher and the Chair.
- To collate and circulate documents in advance of the meeting.
- To attend meetings in person or on zoom as necessary, and take detailed minutes with actions arising, to whom the actions have been delegated and timeframes involved.
- To prepare the first draft of the minutes and action log within 5 working days.
- To incorporate amendments and corrections for the submission of the final approved draft to the Head of School Governance.

Advisory

- To build strong relationships with Heads and Chairs of all our schools.
- During meetings, to provide strategic advice and support on all governance issues to Chairs of Governing Bodies – consulting the Head of School Governance, as necessary.

Other

- To maintain Governing Board registers and ensure our database information is up to date.
- To clerk extraordinary meetings or panel hearings.



Qualifications

- Educated to at least A Level, or equivalent
- Accredited Clerk status (desirable)

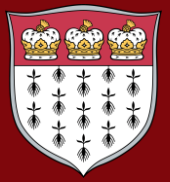
Knowledge and Experience

- Knowledge of policies, procedures, codes of practice and legislation relevant to academy and maintained school governance.
- A good understanding of governance best practice at school and academy trust level.
- Prior experience of clerking.
- Governance experience across a range of different school phases and sectors (desirable).

Attitude and Skills

- A commitment to improving education for all through great school governance.
- Strong organisational skills with meticulous attention to detail.
- A passion for continuous improvement.
- Accustomed to working flexibly to meet deadlines and responding to unplanned situations.
- Ability to manage and deal appropriately with confidential issues and data.
- Excellent teamworking and relationship-building skills, with a can-do approach.
- Sound minute taking and report writing skills.
- Credibility to advise, support and influence Heads and Chairs of Governors.
- Expertise in using Office 365, Salesforce, and website management.

Application and Candidate Selection Process: Our Candidate Charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

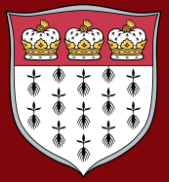
- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer Recruitment in Education: Information for Applicants



Skinner's Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Consistent application form.

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role. In addition, all applicants are required to account for any gaps or discrepancies in employment history.

References

References will be requested at the offer stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

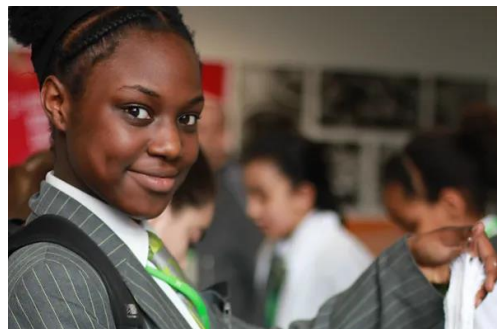
If the referee has any reservations, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of the interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.



How to Apply



The closing date for applications is **Thursday, 31 October 2024, at 12pm (noon)**. Please note that we will be **reviewing applications on a rolling basis**. Please send completed applications to ammar.ahmed@skimmers.org.uk.

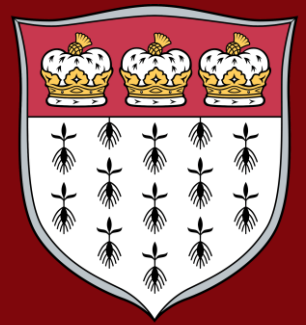
An application should include a CV / Resume, and a covering letter which sets out your suitability for the role, directly addressing the skills, knowledge and experience outlined in the person specification.

Further information about the role and an application form can currently be found on Skinner's Academies Trust's website. We reserve the right to make an appointment in advance of the closing date.

For more information about this position, or to have a confidential discussion about the role, please contact Ammar Ahmed via email on ammar.ahmed@skimmers.org.uk

We look forward to hearing from you!





SKINNERS' ACADEMIES TRUST

