



Blenheim

Governance Professional

Term Time (39 weeks)

Start Date: ASAP

Part Time – typically 18 hours per week

Flexible, annualized hours

Can be largely home – based working

Salary negotiable



www.blenheim.surrey.sch.uk

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follow us on Twitter @BlenheimEpsom

BACKGROUND INFORMATION

Blenheim High School became Surrey's most improved school for public examination outcomes in 2018, was categorised by Ofsted as 'Good' in all areas in May 2019, has been oversubscribed since 2020 and achieved its best public examinations results in summer 2023. In March 2023, despite the consistently large increase in student recruitment, Blenheim secured the biggest increase in first preference Year 7 applications across Surrey.

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1410 students on roll including over 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent. The intake comprises of students from all surrounding areas with ability levels being favourable; over 40% of all students have high prior attainment at the end of Key Stage 2. In recent years the school's popularity has grown significantly, as detailed below:

Year	2023	2022	2021	2020	2019	2018	2017
Number of Year 7 Students Recruited	248*	248*	248*	248*	234	209	188

* Waiting lists currently operate in these four year groups.

As a Single Academy Trust Blenheim's features include:

- A 36-week academic year with a fortnight October half term break and a 7 week summer holiday.
- Formative assessment is embedded across the curriculum ensuring students have a clear understanding of their 'next steps'.
- A significant financial reserve, which Blenheim has complete autonomy to invest.
- Modern buildings and infrastructure, that benefitted from £1.75million of investment in 2022/2023.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- A comprehensive co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy and a Blenheim Golf Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and Year 13 students until 5pm Monday – Thursday, with complimentary biscuits, squash and pizza.

In 2019, Blenheim was characterised as a 'good' school following a Section 5 Ofsted inspection. Please [click here](#) to read the Ofsted Report. Ofsted commented that the school had excellent capacity to continue improving. The Headteacher, Mr A A Bodell, has made a long term commitment to Blenheim.

Blenheim converted to Academy Status in March 2012 and has developed many community and primary school links. Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, an AstroTurf pitch, bespoke sixth form facilities and grass football and rugby pitches. Together with a very supportive and well qualified governing body the school continues to prosper. Visitors often comment on the calm, purposeful learning environment that pervades.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

As Blenheim students prepare to take up their place in society they are actively encouraged to become independent learners. Part of this process involves the use of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable and this approach is key to ensuring that students develop attributes that will allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school.

BLENHEIM GCSE RESULTS 2023

Blenheim's 2023 GCSE and A Level results broke school records in a number of areas. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well-timed interventions and consistent monitoring of student performance, coupled with an extended day for Years 11 & 13 students, led to the majority of outcomes surpassing those achieved previously.

'The return to pre-pandemic grading means that national results will be lower than last summer. It will be most meaningful to compare this year's results with 2019, the last year that summer exams were taken before the pandemic.'

Rachel Taylor, Associate Director, Standards & Technical Issues, Ofqual

Headline Figures

GCSE Grade 9 - 4

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 4 incl. Maths & English	66%*	65%
Maths 9 - 4	74%	78%
English Language 9 - 4	76%*	72%
English Literature 9 - 4	75%	78%
Maths & English only 9 - 4	70%*	64%
Combined Science 9 - 4	83%*	71%
Total 9 - 4	70%*	69%

School Record *

GCSE Grade 9 - 5

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 5 incl. Maths & English	44%	41%
Maths 9 - 5	52%	58%
English Language 9 - 5	59%*	53%
English Literature 9 - 5	62%*	53%
Maths & English only 9 - 5	49%*	49%
Combined Science 9 - 5	65%*	53%
Total 9 - 5	55%	53%

School Record *

GCSE Grade 9 - 7

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 7 incl. Maths & English	10%*	4%
Maths 9 - 7	18%	21%
English Language 9 - 7	22%*	9%
English Literature 9 - 7	24%	12%
Maths & English only 9 - 7	14%*	8%
Combined Science 9 - 7	27%*	21%
Total 9 - 7	23%	17%

School Record *

BLENHEIM GCSE RESULTS 2023

English Baccalaureate Curriculum Outcomes (Grades 9 – 5 and 9 - 7).

	Blenheim 2023	Blenheim 2019
Geography 9 - 7	21%	17%
Geography 9 - 5	50%	57%
History 9 - 7	21%	16%
History 9 - 5	50%	35%
French 9 - 7	38%	40%
French 9 - 5	69%	75%
Spanish 9 - 7	34%	36%
Spanish 9 - 5	82%	68%
Computing 9 - 7	60%	12%
Computing 9 - 5	80%	53%

10 Highest Achieving GCSE Students.

Name	GCSE				Destination
	Grade 9	Grade 8	Grade 7	Grade 6	
Student 1	4	4	1		Blenheim Sixth Form
Student 2	3	4	2		Blenheim Sixth Form
Student 3	2	6	1		Sutton Grammar
Student 4	2	5	2		Blenheim Sixth Form
Student 5	4	2	2	1	Esher College
Student 6	3	4	1	1	Blenheim Sixth Form
Student 7	3	3	2	1	Blenheim Sixth Form
Student 8	3	3	2	1	Blenheim Sixth Form
Student 9	3	1	5		Blenheim Sixth Form
Student 10	4	2	1	1	Blenheim Sixth Form

BLENHEIM A LEVEL RESULTS 2023

A Level Outcomes

	Blenheim 2023	Blenheim 2019
A* - A	23%*	16%
A* - B	50%*	41%
A* - C	76%	71%

School Record *

L3 BTEC Outcomes

	Blenheim 2023	Blenheim 2019
D*	13%*	6%
D* - D	52%*	25%
D* - M	80%*	50%

School Record *

10 Highest Achieving A Level Students.

Names	Grades	Qualification 1	Qualification 2	Qualification 3	Qualification 4	Destination
Student 1	A* A* A*	Mathematics	Further Maths	Physics	n/a	Oxford – Physics
Student 2	A* A A C	Biology	Chemistry	Further Maths	Maths	Leeds – Medicine
Student 3	A* A A	Chemistry	Mathematics	Further Maths	n/a	Bristol – Maths
Student 4	A* A A	Chemistry	Mathematics	Further Maths	n/a	D'ham - Primary Teaching
Student 5	A A A B	English Lit	Psychology	Mathematics	History	Nottingham – Law
Student 6	A A A	Drama	Geography	Sociology	n/a	Durham - Geography
Student 7	A A A	Biology	Chemistry	Sociology	n/a	B'ham – Medical Science
Student 8	A* A B	Biology	Further Maths	Mathematics	n/a	Surrey – Maths
Student 9	A A A	Mathematics	Physics	Product Design	n/a	Warwick – Engineering
Student 10	A B Dis *	Biology	Chemistry	BTEC H&S Care	n/a	Applying for Vet Medicine

JOB PROFILE



Accountable to: The Chair of Trustees

Job Purpose

- Provide advice to the Trustees (also referred to as ‘the Board’) and Members with regards to governance, constitutional and procedural matters in accordance with the DfE’s Governance Handbook and the Competency Framework for Governance and the Trust’s governing documents including the;
 - Articles of Association;
 - Funding Agreement.
- Provide effective administrative support to the Members, the Trustees and Board Committees.
- Ensure the Board is properly constituted.
- Manage information effectively in accordance with legal requirements.
- Ensure that the Trust’s statutory returns relating to governance are filed either directly or through liaison with the Director of Finance and Operations and others as appropriate.

Safeguarding

To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Responsibilities

Provide governance advice to Members and Trustees

- Advise the Members and Trustees on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for Trustees and Members with queries on procedural matters. Obtain appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board and Members;
- Inform the Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation. Offer advice on best practice in governance, including on committee structures and self-evaluation of governance.
- Ensure that statutory policies are in place, and advise the Headteacher of the need for review of policies in line with agreed timescales;
- Advise on and communicate the annual calendar of Board meetings and Model Agendas;
- Send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct;
- Contribute to the induction of Trustees taking on new roles, in particular the chair or vice-chair of committees.

Effective administration of meetings

Board and Committee Meetings:

- Liaise with the relevant chair and the headteacher to prepare a focused agenda for the meetings of the Board and its committees;
- 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;
- Ensure meetings are quorate. Record the attendance of Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustees of the date of the next meeting;
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the relevant chair;
- Circulate the reviewed draft to all Trustees, committee members and the headteacher and other relevant bodies, such as the ESFA, as agreed by the Board;
- Follow-up any agreed action points with those responsible.

General Meetings:

- Administer General Meetings (including the AGM) including:
 - Sending written notice to the Trustees, Members and external auditors;
 - Act as Clerk to General Meetings;
 - File any special resolutions with Companies House.

Board Structure and Composition

- Advise the Members and the Board in advance of the expiry of a Trustee'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 of Trustees is elected, giving procedural advice concerning conduct of this and other elections;
- Advise the Board on succession planning;
- Provide advice regarding the governance structure and terms of reference relating to the Board and its committees.

Management of Company Information

Trustees and Members

- Confirm that References, a Disclosure and Barring Service (DBS) check and any other suitability checks have been carried out for any Trustee when it is appropriate to do so;
- Maintain up to date records of the names, addresses and category of Trustees and their term of office. (The Register of Directors and Members)
- Maintain a register of Trustees’ pecuniary interests and ensure the record is reviewed regularly and lodged within the school;
- Maintain a record of training undertaken by Trustees including that relating to Safeguarding;
- Maintain records of Trustees’ attendance at meetings and advise the Chair of potential disqualification through lack of attendance;

Board / Company Information:

- Maintain copies of current terms of reference and membership of all Committees and working parties and any nominated link Trustees e.g. Safeguarding / Child Protection;
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies or individuals on request according to confidentiality;
- Ensure copies of statutory policies and other school documents approved by the Board are kept in the school (electronically or otherwise) and published as agreed, for example, on the website;

Person Specification

• Essential	Desirable
<ul style="list-style-type: none"> • Good communication and interpersonal skills. • writing agendas and accurate concise minutes Proficient working knowledge of Microsoft Office. • organising their time and working to deadlines • record keeping, information retrieval and dissemination of governing board data/documentation to the board and relevant partners • be able to demonstrate a willingness to attend appropriate training and development; • be a person of integrity • be able to maintain confidentiality • be able to remain impartial • have a flexible approach to working hours • be Empathetic to the needs of others • have an openness to learning and change 	<ul style="list-style-type: none"> • ICT including keyboarding skills • organising meetings • developing and maintaining contacts with outside agencies e.g. departments of the LA and the DfE / ESFA • knowledge of Board procedures • knowledge of educational legislation, guidance and legal requirements • knowledge of the respective roles and responsibilities of the Board, the Headteacher, the LA and the DfES / ESFA • knowledge of Equal Opportunities and Human Rights legislation • knowledge of Data Protection legislation • have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent. • relevant personal and professional development • working in an environment where experiences included taking initiative and self-motivation • working as a member of a team

<ul style="list-style-type: none">• have a positive attitude to personal development and training• have good interpersonal skills• be able to work at times convenient to the Board including evening meetings• be able to travel to meetings• be available to be contacted at mutually agreed times	
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THE APPLICATION PROCESS

Please either click on 'Quick Apply' or complete the school's application form including a Statement of Application outlining achievements to date and detailing why you are the right person for the role given the candidate brief. Please ensure this is no more than two sides of A4.

If choosing to complete the school's application form then please email your completed application to recruitment@blenheim.surrey.sch.uk. Applications should be received by **12.00pm (noon) Friday 31 January 2025** with interviews scheduled for later that week. **The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

Please be reminded that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

