

Richard Lander School Truro



Application Pack Governance Professional

Cornwall Council Grade 3 (£27,667 to 34,730 FTE) subject to pay and grading review

Cornwall Council are reviewing how we pay and reward our staff and reward items are subject to change from October. We will continue to keep you informed on any impacts that may apply to you as this progress

Permanent, following the completion of a 6-month probationary period

20 Hours per week (some remote working)

41.4 working weeks (including term time plus INSET) or potential to undertake the role on a self-employed basis

Start Date: ASAP but by 1st September 2023

July 2023

Dear Candidate,

Re – Governance Professional - Permanent

Please find enclosed an application form and details for the above post at this school.

The Role:

To be responsible for the provision of effective and efficient clerking service to support the school governing body and to ensure Governors' responsibilities are undertaken professionally and in accordance with governance legislation and providing advice and guidance on that legislation.

To arrange, facilitate, minute and carry out all administrative tasks surrounding staff disciplinary, staff complaint and permanent exclusion Governor's hearings.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is 20 hours per week (includes some remote working) 41.4 working weeks including term time plus INSET. The start date is ASAP but by 1st September 2023.

Please see our job description and person specification for more details of this exciting post.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2017 and were graded as a Good school.

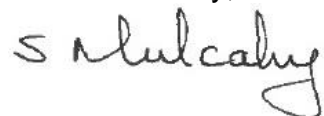
We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Friday 21st July 2023. Interviews will be held during the school summer holidays.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy
Headteacher

Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2017 and were graded as a Good school.

We have an ARB for up to 20 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer vharrison@richardlander.cornwall.sch.uk by **midday on Friday 21st July 2023**. Interviews will be held during the school summer holidays. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2022, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Cheryl Grigsby, School Business Manager

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.

JOB DESCRIPTION

Job Title:	Governance Professional
Grade:	Grade 3
Responsible to:	Headteacher and chair of governors
Supervisory Responsibility:	None
Important Functional Relationships:	<u>Internal:</u> The governing body, Headteacher. <u>External:</u> School governors, LEA representatives, Cornwall Council departments, other schools and colleges, suppliers of goods and services, visitors to the school.

Main Purpose of Job:

To provide strategic leadership of services that support governance across school.

To be responsible for the provision of effective and efficient clerking service to support the school governing body and to ensure Governors' responsibilities are undertaken professionally and in accordance with governance legislation and providing advice and guidance on that legislation.

Main Duties and Responsibilities

Leading governance services

1. work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
2. act as the lead adviser on issues relating to the governance of schools
3. developing and implementing the organisation's strategy for effective governance support services
4. designing and monitoring the governance support structure
5. ensuring effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE
6. writing and presenting training and briefings

Lead adviser for issues relating to the governance of Richard Lander school

7. leading advice on complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
8. quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
9. risk informed assessments of options for support and interventions to strengthen governance
10. high level issue resolution
11. highlight evidenced based best practice, policy and thought leadership in the governance of schools
12. advising on legal duties and governing practice
13. advising on constitutional requirements
14. advising on board procedures
15. advising on statutory guidance and policies
16. advising on annual tasks and decisions
17. supporting issue resolution

Developing governance

18. monitoring governing structures and routines across school for effectiveness
19. developing, reviewing and maintaining governance documents, such as schemes of delegation, terms of reference, role descriptions, code of conduct etc.
20. developing record management and communication methods that are fit for purpose
21. leading on the planning of governance CPD
22. developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews
23. conducting due diligence of governance

Maintaining relationships and communication

- 24. working collaboratively and holistically with stakeholders in and outside of the organisation
- 25. being a role model for effective and ethical governance
- 26. maintaining professional working relationships with the chair, the board and school leaders
- 27. communicating on board matters outside of meetings
- 28. where appropriate, liaising on behalf of the board (such as for external reviews of governance)

Acting as a central point of contact

- 29. providing advisory support to boards
- 30. quality assuring advice - acting as a high level resource
- 31. responding to service delivery issues including concerns and complaints
- 32. facilitating networks and communication between governing boards

Delivering wider and targeted support

- 33. overseeing recruitment, election/appointment and induction for different governance tiers
- 34. overseeing a CPD offer/development programme
- 35. organising reviews and self-evaluation
- 36. presenting training, briefings and at events
- 37. organising targeted support and intervention when circumstances require

Compliance monitoring

- 38. maintaining a central records system
- 39. routine reporting, such as regarding board vacancies
- 40. ensuring different tiers of governance are properly constituted
- 41. monitoring compliance with schemes of delegation
- 42. monitoring publication requirements
- 43. ensuring meetings are quorate
- 44. overseeing the review of required policies
- 45. publication of governance information on school websites
- 46. advising on data protection requirements
- 47. overseeing board recruitment processes
- 48. co-ordinating safeguarding checks on board members
- 49. monitoring eligibility of board members to serve including on committees
- 50. notifying disqualifications, expiry of office etc

Organising meetings, hearings and appeals

- 51. working with others to prepare agendas.
- 52. convening meetings and distributing papers
- 53. overseeing election of officers
- 54. recording attendance/apologies
- 55. following up non-attendance
- 56. taking minutes
- 57. circulating draft and approved minutes
- 58. following up on agreed action points

Administration and record keeping

- 59. maintaining membership records
- 60. maintaining governing documents such as terms of reference and signed minutes

General

61. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
62. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
63. To be responsible for your own continuing self-development, undertaking training as appropriate.
64. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2023

Prepared by

- Yvette Butterfield, Chair of Governors
- Cheryl Grigsby, School Business Manager

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<ul style="list-style-type: none"> • Good standard of practical knowledge, skills and experience of secretarial work, including minute taking and arranging meetings. • Practical experience of word processing, e-mail & other office electronic applications. 	<p>Experience within a school/ college environment.</p> <p>Experience of SIMS.</p> <p>Experience of co-ordinating School Governor services</p>	Application form/ interview
<u>Education & Training</u>	<ul style="list-style-type: none"> • Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English. • Completion of the National Training Programme for Clerks 		Application form
<u>Special Knowledge & Skills</u>	<ul style="list-style-type: none"> • Extensive knowledge of the schools system and structures • Extensive knowledge of governance legislation, structures, policy and practice in maintained schools • Awareness of current issues and thought leadership relating to the governance of schools • knowledge of wider compliance principles such as data protection • High level strategic planning • Decision making based on intelligent assessment of risk and benefits • Strong interpersonal/relationship building/stakeholder engagement skills • presentation and facilitation skills • Good typing and word processing skills. • Good oral & written skills. • Good organisational skills. • Good communication skills. • Good minute-taking skills. 		<p>Application form/ interview</p> <p>Typing/word processing test</p>
<u>Any Additional Factors</u>	<ul style="list-style-type: none"> • Personal integrity and commitment to the principles of public life • Respecting confidentiality • Confidence and influence as a senior leader • Professional, tactful & 		Interview

	<p>sensitive.</p> <ul style="list-style-type: none"> • Discreet & confidential. • Ability to work on own initiative and within a team. • Enjoys working with young people. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 		
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	<p>Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted.</p> <p>Please complete an application form in full and return to: vharrison@richardlander.cornwall.sch.uk</p>
Contact details:	<p>Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750</p>
Closing date:	<p>Midday on Friday 21st July 2023</p> <p>Interviews will be held during the school summer holiday period. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>