



*Achieving excellence together*

*Welcome to Carlinghow Academy where we are currently looking to appoint a new Clerk to Governors.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



**Clerk to Governors**

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CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Clerk to Governors, at Carlinghow Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children’s best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs M Fishwick

Principal



## Overview of the Position for Carlinghow Academy

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust’s vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Neilds Academy). We currently have two secondary school (The Mirfield Free Grammar School and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



**GREAT HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*



**BOWLING GREEN**  
ACADEMY



**CARLINGHOW**  
ACADEMY



**COLNE VALLEY**  
HIGH SCHOOL



**MARSDEN**  
JUNIOR SCHOOL



**NIELS**  
ACADEMY



**RAYNVILLE**  
ACADEMY



**THE GREETLAND**  
ACADEMY



**THE MIRFIELD**  
FREE GRAMMAR



**WEST VALE**  
ACADEMY

**English Hubs**

Teamworks English Hub  
@ The Greetland Academy



**Great Heights**  
Research School  
West Yorkshire

Supported by the Education Endowment Foundation



**AA Teamworks**  
WEST YORKSHIRE SCITT



## JOB DESCRIPTION

<b>Position:</b>	Clerk to Governors
<b>Department:</b>	Carlinghow Academy
<b>Responsible to:</b>	Chair of Governors

### Prime Objectives of the Post

The Clerk to the Local Governing Body (LGB) will provide advice to the LGB on governance, constitutional and procedural matters, working effectively with the Chair of Governors, the Principal, other governors and the Clerk to the Trust Board. They will secure the continuity of LGB business and observe confidentiality requirements; provide effective administrative support; ensure the LGB is properly constituted and manage information effectively in accordance with legal requirements.

### Statutory Requirements

- It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities

- To advise the LGB on governance legislation and procedural matters where necessary before, during and after meetings.
- Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of the appropriate staff/governors.
- Signpost new governors to relevant induction materials, including the code of conduct, which are available electronically on the Teams or Trello page.
- Liaise with those preparing papers to make sure they are available on time and distribute the papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings and any apologies – whether they have been accepted or not.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Principal.
- Circulate the approved minutes to all governors and Trust Board and assist in populating the Trust's websites.
- Follow up any agreed action points with those responsible and inform the Chair of progress.





- Advise governors and Trust Board in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform The Trust Board Clerk of any changes to its membership.
- Maintain a register of governor pecuniary interests and ensure any declarations of interest are lodged with the Trust Board Clerk.
- Maintain copies of current terms of reference and any nominated governors e.g. Child Protection etc.
- Arrange Governor training and keep a training record.
- Undertake appropriate and regular training, networking and development to maintain professional knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- To engage with Governor Support Services (NGA) as appropriate.

In addition, the Clerk may be asked to:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Manage and implement the election process for new Parent & Staff Governors.
- Perform such other tasks as may be determined by the LGB/Trust Board/Director of Governance from time to time.

The elements contained within this job description are subject to amendment, after consultation, as the needs of the school change.

#### **General:**

- To uphold the Nolan Principles of public life
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties required by the Principal
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.



**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Name:** .....

**Signed:** .....

**Date:** .....



**Person Specification – Clerk to Governors**

**Key to identification: A = Application I = Interview R = Reference**

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Evidence of good numeracy/literacy skills i.e. GCSE A-C in both English Language and Maths or equivalent	✓		A/I
A good level of computer skills including familiarity with Microsoft applications	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
General clerical/administrative work experience	✓		A/I
Excellent ICT skills, experienced user of Microsoft Word	✓		A/I
Experience of working to strict deadlines	✓		A/I
Experience of working in accordance with specified work schedules	✓		A/I
Practical experience of dealing with people at all levels	✓		A/I
Experience of working as Clerk, including minute taking to ensure a high level of grammatical and content accuracy and organisation of agendas and supporting papers		✓	
Experience in writing and proof-reading text to high levels of grammatical accuracy and demonstrating meticulous attention to detail		✓	
Knowledge of the DFE Governance Handbook, Competency Framework for Governors and Clerking Competency Framework		✓	
User of Microsoft One Drive		✓	
<b>SKILLS AND KNOWLEDGE</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Excellent organisational skills and ability to prioritise workload	✓		A/I
Friendly, helpful and approachable	✓		A/I
Excellent verbal and written communication skills	✓		A/I
Be very organised, self-motivated and flexible	✓		A/I
Able to take the initiative	✓		A/I
Able to prioritise work effectively and work methodically	✓		A/I
Ability to work under pressure	✓		A/I
Confidentiality and sensitivity	✓		A/I
Dedicated to safeguarding and promoting the welfare of children	✓		A/I
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Commitment and ability to undertake professional development	✓		A/I
Commitment to work in our school	✓		A/I
A good understanding of how a school works		✓	A/I
A good understanding of school governance		✓	A/I

# Reasons to work at Carlinghow Academy / Great Heights Academy Trust



## A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



## Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



## Career Opportunities

Career opportunities across the MAT.



## Cycle to work scheme

Tax free cycle scheme.



## Holiday package

The Trust provides staff with a generous holiday entitlement.



## Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

