



*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Role title:</b>	<b>Clerk to the Governors – Maternity Cover</b>		
<b>Reporting to:</b>	<b>Chair of Governors</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Be able to demonstrate a willingness to attend appropriate training and development.</li> </ul>	<ul style="list-style-type: none"> <li>Have already attended or make a commitment to attend the ISBA or other relevant training Programme for Clerks.</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working as a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant personal and professional development;</li> <li>Working in an environment where experiences included taking initiative and self-motivation.</li> </ul>	Contents of the application form  Interview  Professional references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Good listening, oral and literacy skills;</li> <li>Organising their time and working to deadlines;</li> <li>Record keeping, information retrieval and dissemination of governing body data / documentation, to the governing body and relevant partners.</li> </ul>	<ul style="list-style-type: none"> <li>Writing agendas and accurate concise minutes;</li> <li>ICT including keyboarding skills;</li> <li>Organising meetings;</li> <li>Using the internet to access relevant information;</li> <li>Knowledge of governing body procedures;</li> <li>Knowledge of educational legislation, guidance and legal requirements;</li> </ul>	Contents of the application form  Interview  Professional references

		<ul style="list-style-type: none"> <li>• Knowledge of ISI framework and regulations with regard to governance;</li> <li>• Knowledge of the respective roles and responsibilities of the governing body, the Headmaster, the Bursar and the ISI;</li> <li>• Knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• Knowledge of Data Protection legislation.</li> </ul>	
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> <li>• Be a person of integrity;</li> <li>• Be able to maintain confidentiality;</li> <li>• Be able to remain impartial;</li> <li>• have a flexible approach to working hours;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• Have good interpersonal skills;</li> <li>• Be able to work at times convenient to the governing body including early evening meetings;</li> <li>• Be able to travel to meetings;</li> <li>• Be available to be contacted at mutually agreed times.</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***