



## **Clerk to the Governors Role – Term Time Only 5 hours per week**

**Role commences: April 2021**

**Salary: SCP 16 £2660.93 actual annual salary based on 5 hours per week**

**Location: Pelsall, Walsall**

**Contract type: Term Time Only – average 5 hours per week**

**At Ryders Hayes School we believe The Clerk to the Governors plays a critical role in the running of the school. You will work closely with the Chair of the Governing Body and the Head Teacher to co-ordinate the running of the Full Governing Body and Committee meetings and support the work of the Governing Body at Ryders Hayes.**

You will need to be highly organised, with attention to detail and excellent IT skills.

Most meetings are held in the evening. We estimate the time involved to be approximately 5 hours per week on average. In addition, you may be asked to support any Governor panels required to hear complaints, exclusions or appeals. These are rare and held with plenty of notice.

This post is part time, with a lot of home-based working, term time only and requires a degree of flexibility from the post-holder as the schedule of meetings and workload around them can vary.

Governing Body meetings usually take place in school, in the evenings, although at present are being held via MS Teams.

Key responsibilities include:

- Provide advice to the governing body on governance, constitutional and procedural matters
- Provide effective administrative support to the governing body and its committee, which involves preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes and distributing documentation and other information to governors
- Ensure the governing body is correctly constituted
- Manage information effectively in accordance with legal requirements, including becoming familiar with the DfE's Governance Handbook
- Effectively administer meetings

We require someone with excellent listening/communication skills, together with an ability to successfully work independently and as part of a team.

**Experience of a clerking role is desirable but not essential.**

Ryders Hayes School is a popular, highly regarded primary school in Pelsall, Walsall. Always at the cutting edge of education, we were one of the first Primary Academy Converters and Teaching Schools in the country. A caring school, judged 'Good' by OFSTED and expecting a return visit to be considered for OUTSTANDING, we are committed to giving our pupils the opportunity to grow; to learn new skills, and to develop their potential to be the best they can be. Our 'child centred, learning focused' approach, reflects our desire to create an environment where young people get the best possible start in life, together with strong parental engagement, to develop a clear set of values and academic attainment as



rounded, confident young people, of good character, well prepared for their futures in a rapidly changing world.

Ryders Hayes was established as a Teaching Schools in 2011 and has a strong reputation across the Black Country for provision of: school to school support; leadership development; coaching; moderation and Early Years expertise. It has designated more than 40 Specialist Leaders of Education (SLEs) who are deployed in schools across the Black Country to raise standards. It is one of the largest primary providers in the area of Initial Teacher Training, (ITT) working in partnership with Evolve Teaching School for 2021/22. A purpose-built, self-contained, modern training facility, with capacity to train up to 50 delegates at any one time is available on the school site.

Our vision is: to nurture and facilitate the growth of our pupils and their learning; equipping them with the skills and attributes to embrace the challenges of a rapidly changing world. To enjoy success for today and be prepared for tomorrow, by instilling the values of:

Enquiry, Adaptability, Resilience, Morality, Effective Communication, Thoughtfulness, Collaboration, Respect, International /open mindedness, and Growth Mindset.

If this advertisement interests you and you think you 'fit the bill', then please contact Sally Miner, Head Teacher, or Jaz Paul, Head of School by emailing [j.tolley@ryders-hayes.co.uk](mailto:j.tolley@ryders-hayes.co.uk) for an informal visit (strongly recommended) or telephone conversation, or by calling Julie Tolley on 01922 683008. An application form is available on our website [www.ryders-hayes.co.uk](http://www.ryders-hayes.co.uk) or by emailing [j.tolley@ryders-hayes.co.uk](mailto:j.tolley@ryders-hayes.co.uk)

**Closing date: 30<sup>th</sup> October, 2020**

**Interviews: TBC**

**To start: April 2021**

Please return your application form to [j.tolley@ryders-hayes.co.uk](mailto:j.tolley@ryders-hayes.co.uk) or to the school office.

Ryders Hayes School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.